brother

SOFTWARE USER'S GUIDE

Not all models are available in all countries.

For DCP users; This documentation is for both MFC and DCP models. Where it says 'MFC' in this user's guide, please read 'MFC' as 'DCP'.



Version A

UK

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Section I

Machine operation keys

Using the control panel 2

1 Using the control panel

Using printer keys

You can access the following features from your machine's control panel.

Job Cancel

To cancel the current print job, press **Job Cancel**. You can clear the data that is left in the printer memory by pressing **Job Cancel**. To cancel multiple print jobs, hold down this key until the LCD shows `Job Cancel (All)` or `Cancel Printing (All)` (For Touchscreen models).

Secure Key

Secured data is password protected. Only those people who know the password will be able to print the secured data. The machine will not print secure data until the password is entered. After the document is printed, the data will be cleared from the memory. To use this function, you need to set your password in the printer driver dialog box. If you turn the power switch Off, the secured data saved in memory will be cleared.

1. Press **Secure**.

Note

If the LCD displays `No Data Stored`, there is no secured data in the memory.

2. Press ▲ or ▼ to choose the user name. Press **OK**. The LCD displays the secured jobs list for that name.
3. Press ▲ or ▼ to choose the job. Press **OK**. Enter your four-digit password and press **OK**.
4. To print the data, press ▲ or ▼ to choose `Print`, press **OK** and then enter the number of copies you want. Press **OK**.
   The machine prints the data.
   To delete the secured data, press ▲ or ▼ to choose `Delete`. Press **OK**.

For Touchscreen models

1. Press `Secure Print`.
2. Press ▲ or ▼ to display the user name. Press the user name.
   The LCD displays the secured job list for that name.
3. Press ▲ or ▼ to display the job. Press the print job.
   Enter the four-digit password and press `OK`.
4. To print the data, press `Print`.
   To delete the secured data, press `Delete`.
5. Enter the number of copies you want. Press `OK`.
6. Press **Mono Start** or **Colour Start**.
   The machine prints the data.

Printer Emulation Support

Your machine will receive print commands in a printer job language or emulation. Different operating systems and applications will send the print commands in different languages. Your machine can receive print commands in a variety of emulations and has an automatic emulation selection feature. When the machine receives data from the computer, it automatically chooses the emulation mode. The default setting is Auto.

Your machine has the following emulation modes. You can change the setting by using the control panel or a web browser.

- HP LaserJet Mode

  The HP LaserJet mode (or HP mode) is the emulation mode in which this printer supports the PCL6 language of a Hewlett-Packard LaserJet laser printer. Many applications support this type of laser printer. Using this mode will allow your machine to run at its best with those applications.

- BR-Script 3 Mode

  BR-Script is an original Brother page description language and a PostScript® language emulation interpreter. This machine supports PostScript® 3™. The BR-Script interpreter of this machine allows you to control text and graphics on the page.

  For technical information about PostScript® commands, see the following manuals:

  - Adobe Systems Incorporated. PostScript® Language Reference, 3rd edition. Addison-Wesley Professional, 1999. ISBN: 0-201-37922-8
  - Adobe Systems Incorporated. PostScript® Language Program Design. Addison-Wesley Professional, 1988. ISBN: 0-201-14396-8
  - Adobe Systems Incorporated. PostScript® Language Tutorial and Cookbook. Addison-Wesley Professional, 1985. ISBN: 0-201-10179-3

Setting the Emulation mode

1. (For MFC-9460CDN and MFC-9465CDN) Press **Menu**, **4**, **1**.
   (For DCP-9055CDN) Press **Menu**, **3**, **1**.
2. Press ▲ or ▼ to choose `Auto`, `HP LaserJet` or `BR-Script 3`. Press **OK**.
3. Press **Stop/Exit**.

For Touchscreen models

1. Press MENU.
2. Press Printer.
3. Press ▲ or ▼ to display Emulation. Press Emulation.
4. Press to choose Auto, HP LaserJet or BR-Script 3.
5. Press **Stop/Exit**.

Note

We recommend that you set the emulation setting with your application software or network server. If the setting does not work properly, choose the required emulation mode manually using the control panel buttons of the machine.

Printing the Internal Font List

You can print a list of the machine's internal (or resident) fonts to see how each font looks before you choose it.

1. (For MFC-9460CDN and MFC-9465CDN) Press **Menu**, **4**, **2**, **1**.
   (For DCP-9055CDN) Press **Menu**, **3**, **2**, **1**.
2. Press ▲ or ▼ to choose `1.HP LaserJet` or `2.BR-Script 3`. Press **OK**.
3. Press **Mono Start** or **Colour Start**. The machine prints the list.
4. Press **Stop/Exit**.

For Touchscreen models

1. Press `MENU`.
2. Press `Printer`.
3. Press ▲ or ▼ to display `Print Options`. Press `Print Options`.
4. Press `Internal Font`.
5. Press to choose `HP LaserJet` or `BR-Script 3`.
6. Press **Mono Start** or **Colour Start**. The machine prints the list.
7. Press **Stop/Exit**.

Printing the Print Configuration List

You can print a list of current printer settings.

1. (For MFC-9460CDN and MFC-9465CDN) Press **Menu**, **4**, **2**, **2**.
   (For DCP-9055CDN) Press **Menu**, **3**, **2**, **2**.
2. Press **Mono Start** or **Colour Start**. The machine prints the settings.
3. Press **Stop/Exit**.

For Touchscreen models

1. Press `MENU`.
2. Press `Printer`.
3. Press ▲ or ▼ to display `Print Options`. Press `Print Options`.
4. Press `Configuration`.
5. Press **Mono Start** or **Colour Start**. The machine prints the settings.
6. Press **Stop/Exit**.

Test Print

If you are having problems with print quality, you can do a test print.

1. (For MFC-9460CDN and MFC-9465CDN) Press **Menu**, **4**, **2**, **3**.
   (For DCP-9055CDN) Press **Menu**, **3**, **2**, **3**.
2. Press **Mono Start** or **Colour Start**.
3. Press **Stop/Exit**.

For Touchscreen models

1. Press `MENU`.
2. Press `Printer`.
3. Press ▲ or ▼ to display `Print Options`. Press `Print Options`.
4. Press `Test Print`.
5. Press **Mono Start** or **Colour Start**.
6. Press **Stop/Exit**.

Note

If the problem appears on the printout, see *Improving the print quality* in the *Basic User's Guide*.

Duplex

You can choose whether you want to automatically print on both sides of the paper. The setting in the printer driver will take priority over the setting made on the control panel.

1. (For MFC-9460CDN and MFC-9465CDN) Press **Menu**, **4**, **3**.
   (For DCP-9055CDN) Press **Menu**, **3**, **3**.
2. Press ▲ or ▼ to choose `Off`, `On(Long Edge)` or `On(Short Edge)`. Press **OK**.
3. Press **Stop/Exit**.

For Touchscreen models

1. Press `MENU`.
2. Press `Printer`.
3. Press ▲ or ▼ to display `Duplex`. Press `Duplex`.
4. Press to choose `Off`, `Long Edge` or `Short Edge`.
5. Press **Stop/Exit**.

Note

If the problem appears on the printout, see *Improving the print quality* in the *Basic User's Guide*.

Output Colour

If the driver does not have colour settings, you can choose the colour settings.

1. (For MFC-9460CDN and MFC-9465CDN) Press **Menu**, **4**, **4**.
   (For DCP-9055CDN) Press **Menu**, **3**, **4**.
2. Press ▲ or ▼ to choose `Auto`, `Color` or `B&W`.
3. Press **OK**.
4. Press **Stop/Exit**.

For Touchscreen models

1. Press `MENU`.
2. Press `Printer`.
3. Press ▲ or ▼ to display `Output Color`. Press `Output Color`.
4. Press to choose `Auto`, `Color` or `B&W`.
5. Press **Stop/Exit**.

Note

For more information about the colour settings, see *Colour/Mono* on page 21 for Windows® or *Color / Mono* on page 144 for Macintosh.

Restoring default printer settings

You can return the machine's printer settings to the factory settings.

This will not reset the network settings. To reset the machine's network settings to the factory settings, please see the *Network User's Guide*.

1. (For MFC-9460CDN and MFC-9465CDN) Press **Menu**, **4**, **5**.
   (For DCP-9055CDN) Press **Menu**, **3**, **5**.
2. To restore the default settings, press **1** to choose `1.Reset`.
   To exit without making a change, press **2** to choose `2.Exit`.
3. Press **Stop/Exit**.

For Touchscreen models

1. Press `MENU`.
2. Press `Printer`.
3. Press ▲ or ▼ to display `Reset Printer`. Press `Reset Printer`.
4. To restore the default settings, press `Yes`.
   To exit without making a change, press `No`.
5. Press **Stop/Exit**.

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Windows®

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2 Printing

Note

- The screens in this section are from Windows® XP. Screens on your PC may vary depending on your operating system.
- If your PC is protected by a firewall, and you are unable to network print, network scan or PC Fax, you may need to configure the firewall settings. If you are using the Windows® Firewall and you installed MFL-Pro Suite from the CD-ROM, the necessary Firewall settings have already been made. If you did not install from the CD-ROM, see *Firewall settings (For Network users)* on page 118 to configure your Windows® Firewall. If you are using any other personal Firewall software, see the User's Guide for your software or contact the software manufacturer.

Using the Brother printer driver

A printer driver is software that translates data from the format used by a PC into the format needed by a particular printer, using a printer command language or page description language.

The printer drivers are on the CD-ROM we have supplied. Install the drivers by following the steps in the *Quick Setup Guide*. The latest printer driver can also be downloaded from the Brother Solutions Center at:

http://solutions.brother.com/

Windows® Printing

The dedicated printer drivers for Microsoft® Windows® 2000 Professional/XP/XP Professional x64 Edition/Windows Vista®/Windows® 7/Windows Server® 2003 [1]/Windows Server® 2008 [1]/Windows Server® 2008 R2 [1] are available on the CD-ROM supplied with your Brother device. You can install them easily into your Windows® system using our installer program. The drivers support our unique compression mode to enhance printing speed in Windows® applications, and allows you to set various printer settings, including **Toner Save Mode** and custom paper size.

[1] Windows Server® 2003, Windows Server® 2008 and Windows Server® 2008 R2 are available for network printing only.

Printing a document

When the machine receives data from your computer, it begins printing by picking up paper from the paper tray. The paper tray can feed many types of paper and envelopes. (See the *Basic User's Guide* for information about the Paper Tray and Recommended paper.)

1. From your application, choose the Print command.
   If any other printer drivers are installed on your computer, choose **Brother MFC-XXXX*** as your printer driver from the Print or Print Settings menu in your software application, and then click OK to begin printing.
   *(Where XXXX is your model name.)

Note

(Macintosh) See *Features in the printer driver (Macintosh)* on page 128.

2. Your computer sends the data to the machine and the **Data** LED or **Print Data** key (For Touchscreen models) will blink.

3. When the machine finishes printing all the data, the **Data** LED or **Print Data** key (For Touchscreen models) finishes blinking.

Note

You can choose the paper size and orientation in your application software.

If your application software does not support your custom paper size, choose the next largest paper size.

Then adjust the print area by changing the right and left margins in your application software.

Duplex printing

The supplied printer driver supports duplex printing.

Guidelines for printing on both sides of the paper

- If the paper is thin, it may wrinkle.
- If paper is curled, turn over the stack, straighten it and then put it back in the paper tray or the MP Tray.
- If the paper is not feeding properly, it may be curled. Remove the paper, straighten it and turn over the stack.
- When you use the manual duplex function, it is possible that there may be paper jams or poor print quality.

  If there is a paper jam, see *Error and maintenance messages* in the *Basic User's Guide*. If you have a print quality problem, see *Improving the print quality* in the *Basic User's Guide*.

Automatic duplex printing

- Use A4 size paper when you use the automatic duplex printing function.
- Make sure that the back cover is closed.
- If paper is curled, straighten it and then put it back in the paper tray.
- Use regular paper or thin paper. DO NOT use bond paper.

Manual duplex printing

The machine prints all the even-numbered pages on one side of the paper first. Then, the printer driver instructs you (with a pop-up message) to reinsert the paper. Before reinserting the paper, straighten it well, or you may get a paper jam. Very thin or thick paper is not recommended.

Simultaneous scanning, printing and faxing

Your machine can print from your computer while sending or receiving a fax in memory, or while scanning a document into the computer. Fax sending will not be stopped during the computer printing. However, when the machine is copying or receiving a fax on paper, it pauses the computer printing operation, and then continues printing when copying or fax receiving has finished.

Printer driver settings

Note

(Macintosh) See *Printing and Faxing* on page 128.

You can change the following printer settings when you print from your computer:

- **Paper Size**
- **Orientation**
- **Copies**
- **Media Type**
- **Print Quality**
- **Colour / Mono**
- **Multiple Page**
- **Duplex / Booklet**
- **Paper Source**
- **Scaling** [1]
- **Reverse Print**
- **Use Watermark** [1]
- **Header-Footer Print** [1]
- **Toner Save Mode**
- **Secure Print**
- **Administrator** [1]
- **User Authentication** [1]
- **Colour Calibration** [1]
- **Improve Print Output**
- **Skip Blank Page** [1]

[1] These settings are not available with the BR-Script 3 printer driver for Windows®.

Accessing the printer driver settings

1. (For Windows® 2000)
   Click **Start**, **Settings** and then **Printers**.
   (For Windows® XP and Windows Server®)
   Click **start**, and then **Printers and Faxes**.
   (For Windows Vista®)
   Click the  button, **Control Panel**, **Hardware and Sound**, and then **Printers**.
   (For Windows® 7)
   Click the  button, and then click **Devices and Printers**.

2. Right-click the **Brother MFC-XXXX Printer** icon (where XXXX is your model name) and select **Properties** (**Printer Properties**). The printer properties dialog box appears.

3. Choose the **General** tab and then click **Printing Preferences...** (**Preferences...**). To configure the tray settings, choose the **Accessories** tab.

Features in the Windows® printer driver

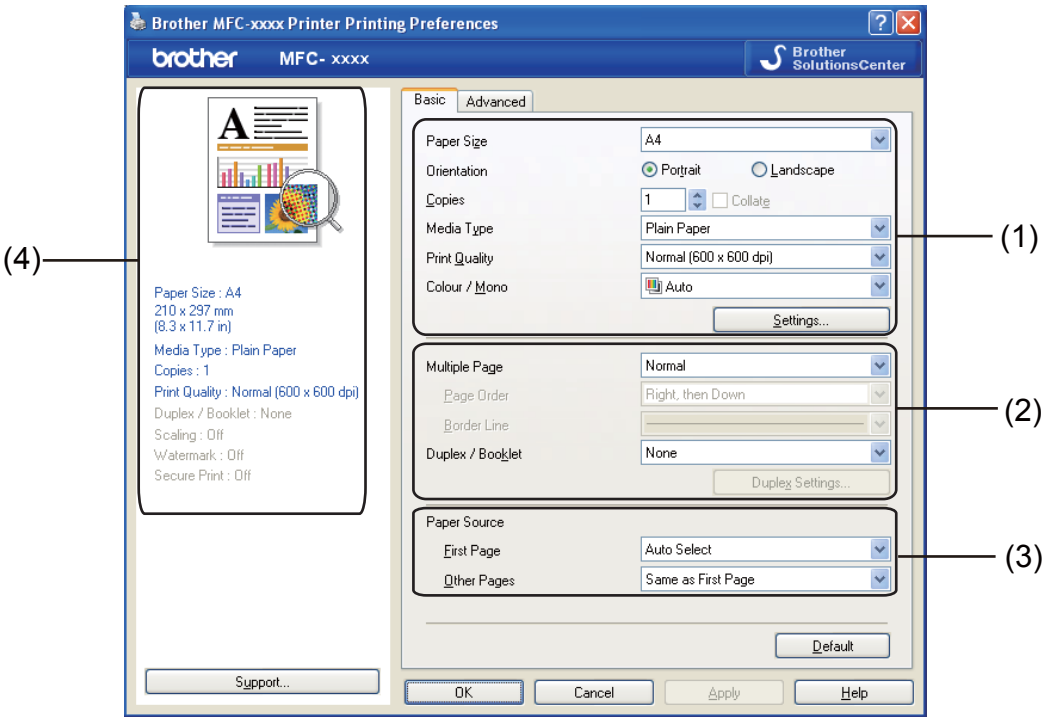
For more information, see the **Help** text in the printer driver.

Note

- The screens in this section are from Windows® XP. The screens on your PC will vary depending on your operating system.
- To access the printer driver settings, see *Accessing the printer driver settings* on page 17.

Basic tab

You can also change the Page Layout settings by clicking the illustration on the left side of the **Basic** tab.



1. Choose the **Paper Size**, **Orientation**, **Copies**, **Media Type**, **Print Quality** and **Colour / Mono** (1).
2. Choose **Multiple Page** and **Duplex / Booklet** (2).
3. Choose the **Paper Source** (3).
4. Confirm your current settings in the window (4).
5. Click **OK** to apply your chosen settings.
   To return to the default settings, click **Default**, then **OK**.

Paper Size

From the drop-down box choose the Paper Size you are using.

Orientation

Orientation selects the position of how your document will be printed (**Portrait** or **Landscape**).

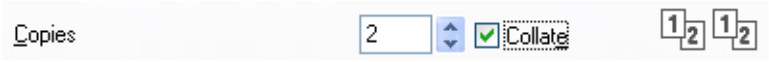
Portrait (Vertical)	Landscape (Horizontal)
	

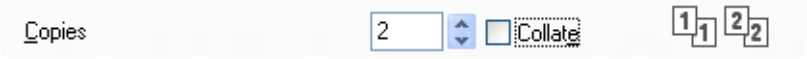
Copies

The copies selection sets the number of copies that will be printed.

■ **Collate**

With the Collate check box selected, one complete copy of your document will be printed and then repeated for the number of copies you selected. If the Collate check box is not selected, then each page will be printed for all the copies selected before the next page of the document is printed.





Media Type

You can use the following types of media in your machine. For the best print quality, select the type of media that you wish to use.

- **Plain Paper**
- **Thin Paper**
- **Thick Paper**
- **Thicker Paper**
- **Bond Paper**
- **Envelopes**
- **Env. Thick**
- **Env. Thin**
- **Recycled Paper**
- **Label**
- **Glossy Paper**

Note

- When using ordinary plain paper (60 to 105 g/m^2, 16 to 28 lb) choose **Plain Paper**. When using heavier weight paper or rough paper choose **Thick Paper** or **Thicker Paper**. For bond paper, choose **Bond Paper**.
- When you use envelopes, choose **Envelopes**. If the toner is not fixed to the envelope correctly when **Envelopes** has been selected, choose **Env. Thick**. If the envelope is crumpled when **Envelopes** has been selected, choose **Env. Thin**. For more information, see the *Basic User's Guide*.
- When you are using glossy paper, put only one sheet at a time in the MP tray to avoid a paper jam.

Print Quality

You can choose the following print quality settings.

- **Normal (600 x 600 dpi)**

  600 × 600 dpi. Recommended for ordinary printing. Good print quality with reasonable print speeds.

- **Fine (2400 dpi class)**

  2400 dpi class. The finest print mode. Use this mode to print precise images such as photographs. Since the print data is much larger than in normal mode, processing time / data transfer time and printing time will be longer.

Note

The print speed will change depending on what print quality setting you choose. Higher print quality takes longer to print, while lower print quality takes less time to print.

Colour/Mono

You can change the Colour/Mono settings as follows:

- **Auto**

  The machine checks the content of your documents for colour. If colour is detected, it prints in colour. If no colour content is detected, it prints in monochrome.

- **Colour**

  When your document contains colour and you want to print it in colour, select this mode.

- **Mono**

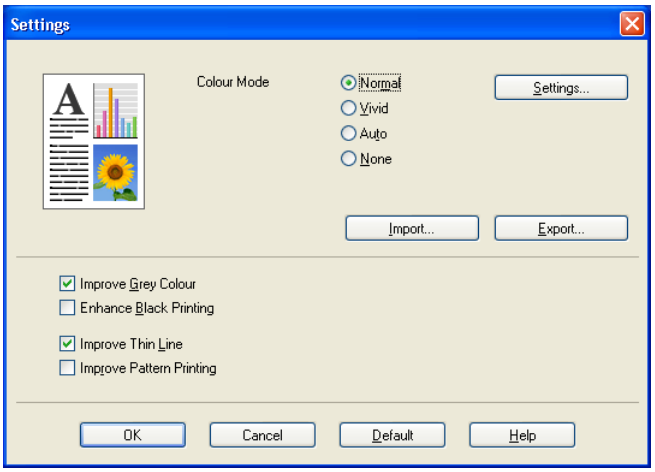
  Select this mode if your document has only black and greyscale text and/or objects. If your document contains colour, selecting Mono mode prints your document in 256 levels of grey.

Note

- Sometimes a document can contain colour information even if it appears to be monochrome (for example, grey areas can actually be made from a combination of colours).
- If either the Cyan, Magenta or Yellow toner reaches the end of its life while printing a colour document, the print job cannot be completed. You can choose to start the print job again in the **Mono** mode, as long as black toner is available.

Settings Dialog

You can change the following settings by clicking **Settings** from the **Basic** tab.



Colour Mode

The following options are available in Colour Matching mode:

- **Normal**

  This is the default colour mode.

- **Vivid**

  The colour of all elements are adjusted to become a more vivid colour.

- **Auto**

  The printer driver automatically selects the **Colour Mode** type.

- **None**

  If you want to apply the colour management settings of your application, choose this setting. The printer driver will not adjust the colour.

Import

You can adjust the print configuration of a particular image by clicking **Settings**. When you have finished adjusting the image parameters, such as brightness and contrast, you can import those settings as a print configuration file. Use the **Export** function to create a print configuration file from the current settings.

Export

You can adjust the print configuration of a particular image by clicking **Settings**. When you have finished adjusting the image parameters, such as brightness and contrast, you can export those settings as a print configuration file. Use the **Import** function to load a previously exported configuration file.

Improve Grey Colour

You can improve the image quality of a shaded area.

Enhance Black Printing

If a black graphic cannot be printed correctly, choose this setting.

■ **Improve Thin Line**

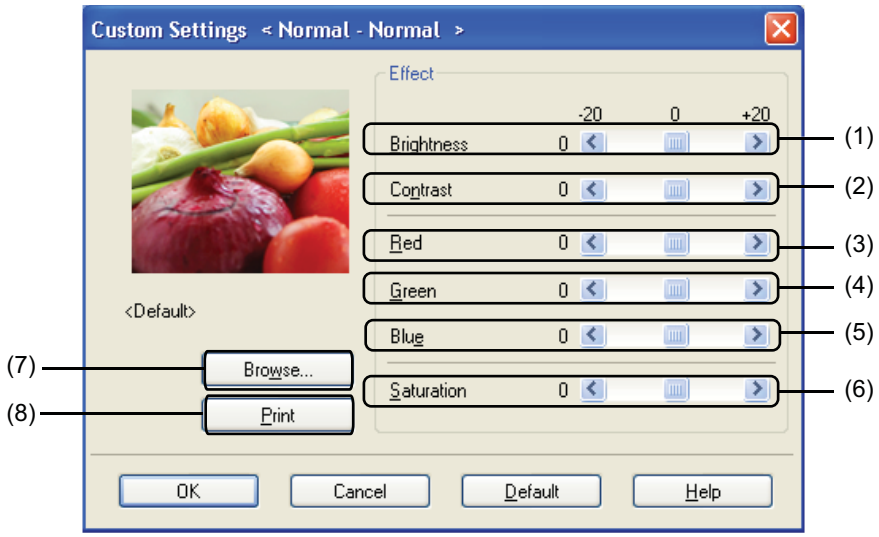
You can improve the image quality of thin lines.

■ **Improve Pattern Printing**

Select this option if printed fills and patterns are different from the patterns and fills you see on your computer.

■ **Settings**

If you want to change the colour settings such as brightness, contrast, intensity or saturation, click the **Settings** button to access more advanced settings.



- **Brightness** (1)

  Moving the scroll bar to the right makes your image lighter and moving the scroll bar left makes your image darker.

- **Contrast** (2)

  Darker sections are darker while lighter sections will be lighter as you increase the contrast.

- **Red** (3)

  Increase the intensity of **Red** in the image.

- **Green** (4)

  Increase the intensity of **Green** in the image.

- **Blue** (5)

  Increase the intensity of **Blue** in the image.

- **Saturation** (6)

  Increase the saturation when you wish to print a more vivid image or decrease the saturation when you want to print a less vivid image.

- **Browse** (7)

  By clicking the **Browse** button, you can change the image shown in the preview window. The file must be a bitmap file.

- **Print** (8)

  You can print the image shown in the preview by clicking the **Print** button.

Multiple Page

The Multiple Page selection can reduce the image size of a page allowing multiple pages to be printed on one sheet of paper or enlarge the image size for printing one page on multiple sheets of paper.

■ **Page Order**

When N in 1 option is selected, the page order can be selected from the drop-down list.

■ **Border Line**

When printing multiple pages onto one sheet, with the Multiple Page feature, you can choose to have a solid border, dash border or no border around each page on the sheet.

■ **Print cut-out line**

When 1 in NxN pages option is selected, the **Print cut-out line** option can be selected. This option allows you to print a faint cut-out line around the printable area.

Duplex / Booklet

When you want to print a booklet or do duplex printing, use this function.

■ **None**

Disable duplex printing.

■ **Duplex** / **Duplex (Manual)**

When you want to do duplex printing, use these options.

- **Duplex**

  The machine prints on both sides of the paper automatically.

- **Duplex (Manual)**

  The machine prints all the even numbered pages first. Then the printer driver will stop and show the instructions required to re-insert the paper. When you click **OK** the odd numbered pages will be printed.

When you choose **Duplex** or **Duplex (Manual)**, the **Duplex Settings...** button becomes available to choose. You can set following settings in the **Duplex Settings** dialog box.

- **Duplex Type**

  There are four types of duplex binding directions available for each orientation.

- **Binding Offset**

  When you check **Binding Offset**, you can also specify the offset for binding in inches or millimeters.

■ **Booklet / Booklet (Manual)**

Use this option to print a document in booklet format using duplex printing; it will arrange the document according to the correct page number and allows you to fold at the centre of the print output without having to change the order of the page number.

- **Booklet**

  The machine prints on both sides of the paper automatically.

- **Booklet (Manual)**

  The machine prints all the even numbered sides first. Then the printer driver will stop and show the instructions required to re-install the paper. When you click **OK** the odd numbered sides will be printed.

When you choose **Booklet** or **Booklet (Manual)**, the **Duplex Settings...** button becomes available to choose. You can set the following settings in the **Duplex Settings** dialog box.

- **Duplex Type**

  There are two types of duplex binding directions available for each orientation.

- **Booklet Printing Method**

  When **Divide into Sets** is selected:

  This option allows you to print the whole booklet into smaller individual booklet sets, it still allows you to fold at the center of the smaller individual booklet sets without having to change the order of the page number. You can specify the number of sheets in each smaller booklet set, from 1 to 15. This option can help when folding the printed booklet that has a large number of pages.

- **Binding Offset**

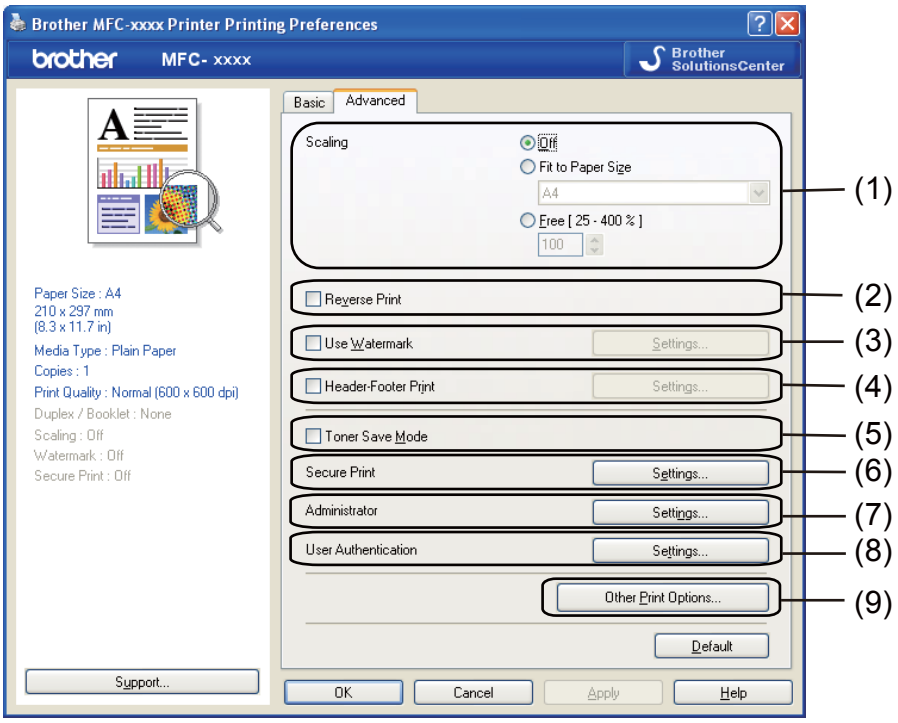
  When you check **Binding Offset**, you can also specify the offset for binding in inches or millimetres.

Paper Source

You can choose **Auto Select**, **Tray1**, **Tray2** [1], **MP Tray** or **Manual** and specify separate trays for printing the first page and for printing from the second page onwards.

[1] Available if the optional tray is installed.

Advanced tab



Change the tab settings by clicking one of the following selections:

- **Scaling** (1)
- **Reverse Print** (2)
- **Use Watermark** (3)
- **Header-Footer Print** (4)
- **Toner Save Mode** (5)
- **Secure Print** (6)
- **Administrator** (7)
- **User Authentication** (8)
- **Other Print Options** (9)

Scaling

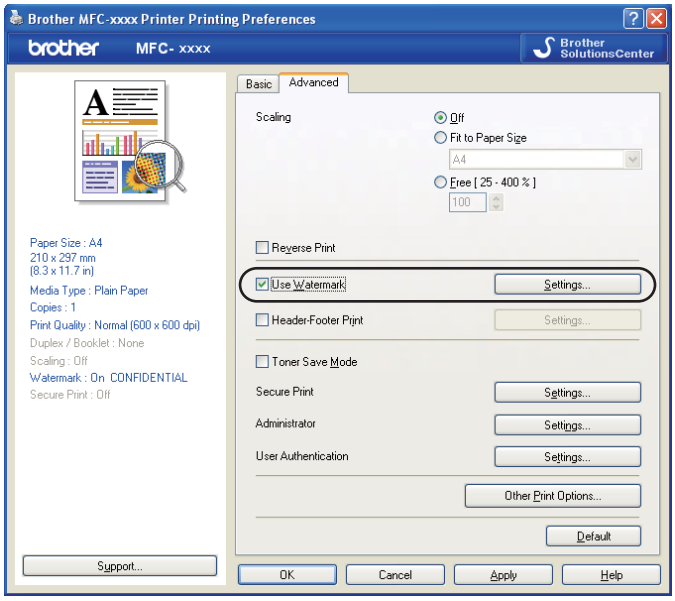
You can change the print image scaling.

Reverse Print

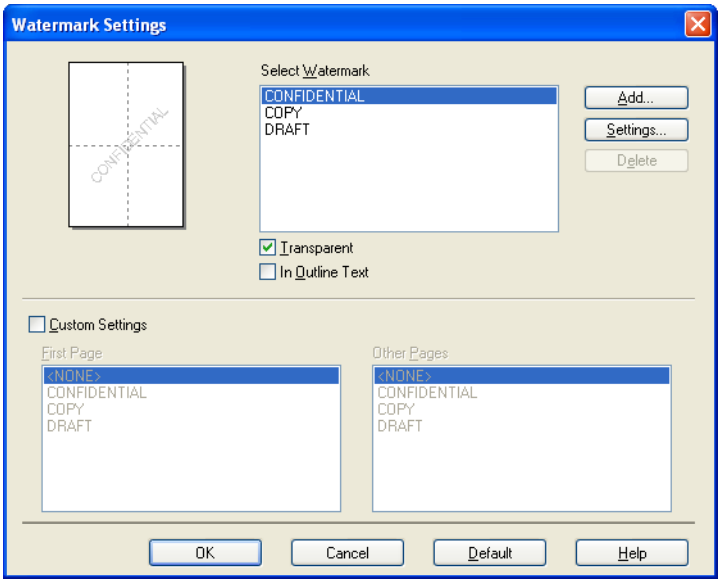
Check **Reverse Print** to reverse the data from up to down.

Use Watermark

You can put a logo or text into your document as a watermark. You can choose one of the preset Watermarks, or you can use a bitmap file that you have created. Check **Use Watermark** and then click the **Settings...** button.



Watermark Settings



Transparent

Check **Transparent** to print the watermarked image in the background of your document. If this feature is not checked then the watermark will be printed on top of your document.

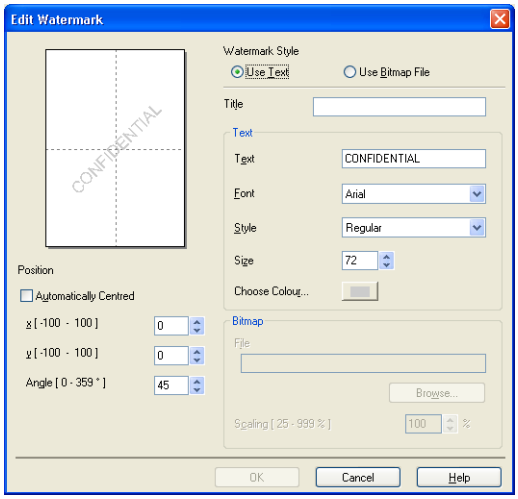
In Outline Text

Check **In Outline Text** if you only want to print an outline of the watermark. It is available when you choose a text watermark.

Custom Settings

You can choose to print which watermark to be printed on the first page or on the other pages.

Click the **Add** button to add the watermark settings and then choose **Use Text** or **Use Bitmap File** in **Watermark Style**.



You can change the additional watermark's size and position on the page by selecting the watermark, and clicking the **Settings...** button.

- **Title**

  Enter a suitable title into the field.

- **Text**

  Enter your Watermark Text into the **Text** box, and then choose the **Font**, **Style**, **Size** and **Choose Colour...**.

- **Bitmap**

  Enter the file name and location of your bitmap image in the **File** box, or click **Browse** to search for the file. You can also set the scaling size of the image.

- **Position**

  Use this setting if you want to control the position of the watermark on the page.

Header-Footer Print

When this feature is enabled, it will print the date and time on your document from your computer's system clock and the PC login user name or the text you entered. By clicking **Settings**, you can customize the information.

■ **ID Print**

If you select **Login User Name**, your PC login user name will print. If you select **Custom** and enter the text in the **Custom** edit box, the text you entered will print.

Toner Save Mode

You can conserve toner use with this feature. When you set **Toner Save Mode** to On, prints appears lighter. The default setting is Off.

Note

We do not recommend **Toner Save Mode** for printing photo or greyscale images.

Secure Print

Secure documents are documents that are password protected when they are sent to the machine. Only the people who know the password will be able to print them. Since the documents are secured at the machine, you must enter the password using the control panel of the machine to print them.

To send a secured document:

1. Click **Settings...** from **Secure Print** and check **Secure Print**.
2. Enter your password and click **OK**.
3. You must print the secured documents from the control panel of the machine. (See *Secure Key* on page 2.)

Note

Printing multiple copies is not available when **Secure Print** is set to on.

To delete a secured document:

You need to use the control panel of the machine to delete a secured document. (See *Secure Key* on page 2.)

Administrator

Administrators have the authority to limit access to functions such as scaling and watermark.



■ **Password**

Enter the password into this box.

Note

Click **Set Password...** to change the password.

■ **Copies Lock**

Lock the copy pages selection to prevent multiple copy printing.

■ **Multiple Page & Scaling Lock**

Lock the scaling setting and multiple page setting.

■ **Colour / Mono Lock**

Lock the **Colour / Mono** settings as Mono to prevent colour printing.

■ **Watermark Lock**

Lock the current settings of the Watermark option to prevent changes being made.

■ **Header-Footer Print Lock**

Lock the current settings of the Header-Footer Print option to prevent changes being made.

User Authentication

If you are restricted from PC Print by the Secure Function Lock 2.0 feature, you need to set your ID and PIN in the **User Authentication Settings** dialog. Click **Settings** of the **User Authentication** and enter your ID and PIN. If your PC login name is registered to Secure Function Lock 2.0, you can check the **Use PC Login Name** box instead of entering your ID and PIN.

For more information about Secure Function Lock 2.0, see the *Network User's Guide*.

Note

- When you use the machine through a network you can see the information of your ID such as the status of restricted features and the number of remaining pages you are allowed to print by clicking the **Check Print Status**. The **Authentication result** dialog will appear.
- When you use the machine through a network, you can make the **Authentication result** dialog appear each time you print by checking the **Show print status before printing**.
- If you want to enter your ID and PIN each time you print, check the **Enter ID Name/PIN for each print job**.

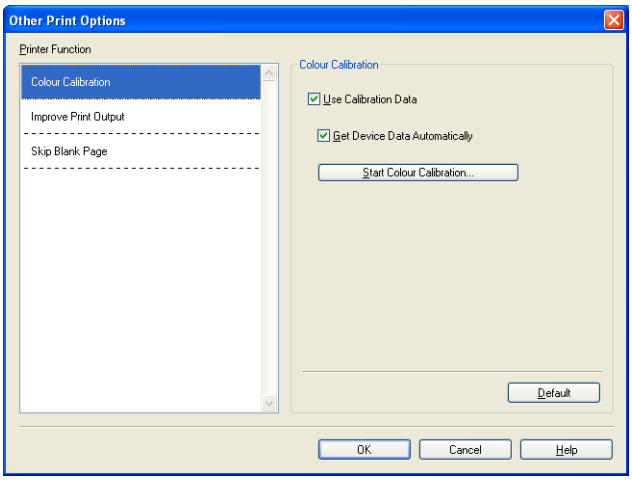
Other Print Options

You can set the following in Printer Function:

- **Colour Calibration**
- **Improve Print Output**
- **Skip Blank Page**

Colour Calibration

The output density of each colour may vary depending on the temperature and humidity of the environment the machine is in. This setting helps you to improve colour density by letting the printer driver use the colour calibration data stored in your machine.



- **Use Calibration Data**

  If you check this box, the printer driver will use the calibration data retrieved from the machine to set colour matching in the printer driver to ensure consistent print quality.

- **Get Device Data Automatically**

  If you check this box, the printer driver will automatically get the colour calibration data from your machine.

- **Start Colour Calibration**

  If you click this button, your machine will start colour calibration and then the printer driver will attempt to get the calibration data from your machine.

Note

If you print by using the Direct Print feature or BR-Script printer driver, you need to perform the calibration from the control panel. See the *Basic User's Guide* for more information.

Improve Print Output

This feature allows you to improve a print quality problem.

■ **Reduce Paper Curl**

If you choose this setting, the paper curl may be reduced.

If you are printing only a few pages, you do not need to choose this setting. We recommend that you change the printer driver setting in **Media Type** to a thin setting.

Note

This operation will decrease the temperature of the machine's fusing process.

■ **Improve Toner Fixing**

If you choose this setting, the toner fixing on paper may be improved. If this selection does not provide enough improvement, change the printer driver setting in **Media Type** to a thick setting.

Note

This operation will increase the temperature of the machine's fusing process.

Skip Blank Page

If **Skip Blank Page** is checked, the printer driver automatically detects blank pages and excludes them from printing.

Note

This option does not work when you choose the following options:

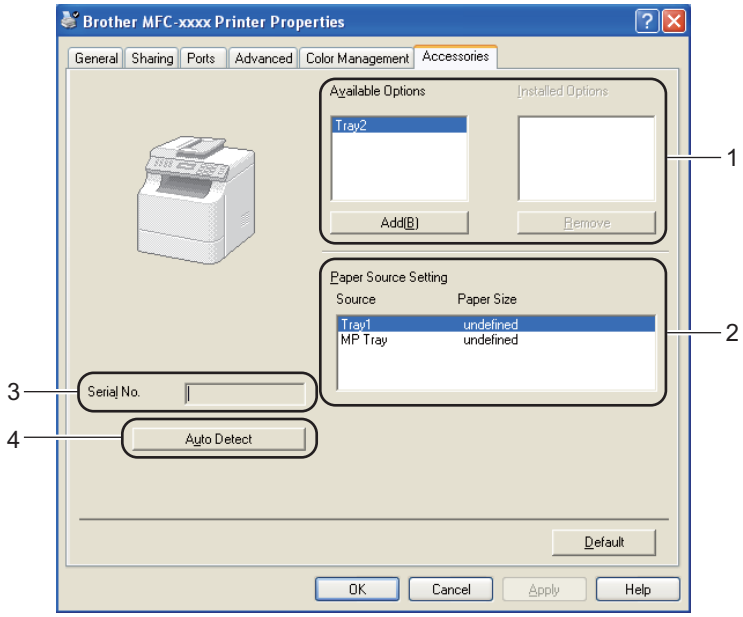
- **Use Watermark**
- **Header-Footer Print**
- **N in 1** and **1 in NxN Pages** in **Multiple Page**
- **Duplex (Manual)**, **Booklet**, **Booklet (Manual)** and **Duplex** with **Binding Offset** in **Duplex / Booklet**

Accessories tab

Note

To access the **Accessories** tab, see *Accessing the printer driver settings* on page 17.

You can define the paper size for each paper tray and auto detect the serial number in the **Accessories** tab as follows.



- **Available Options** / **Installed Options** (1)

  You can manually add and remove the options that are installed on the machine. Tray settings will match the installed options.

- **Paper Source Setting** (2)

  This feature recognizes the paper size set from the control panel menu for each paper tray by clicking **Auto Detect** (4).

- **Serial No.** (3)

  By clicking **Auto Detect** (4), the printer driver will probe the machine and display its serial number. If it fails to receive the information, the screen will display “----------”.

■ **Auto Detect** (4)

The **Auto Detect** function finds the currently installed optional devices and shows the available settings in the printer driver. When you click **Auto Detect**, options that are installed on the machine will be listed in **Available Options** (1). You can manually add or remove the options by choosing an optional device you want to add or remove, and then clicking **Add** or **Remove**.

Note

The **Auto Detect** (4) function is not available under the following machine conditions:

- The machine power switch is off.
- The machine is in an error state.
- The machine is in a network shared environment.
- The cable is not connected to the machine correctly.

Support

Click **Support...** in the **Printing Preferences** dialog box.





■ **Brother Solutions Center** (1)

The Brother Solutions Center (http://solutions.brother.com/) is a website offering information about your Brother product including FAQs (Frequently Asked Questions), User's Guides, driver updates and tips for using your machine.

- **Original Supplies Website** (2)

  You can visit our website for original/genuine Brother supplies by clicking this button.

- **Brother CreativeCenter** (3)

  You can visit our website for free and easy online solutions for business and home users by clicking this button.

- **Print Settings** (4)

  This will print the pages that show how the internal settings of the machine have been configured.

- **Check Setting** (5)

  You can check the current driver settings.

- **About** (6)

  This will list the printer driver files and version information.

Features in the BR-Script 3 printer driver (PostScript® 3™ language emulation)

Note

The screens in this section are from Windows® XP. The screens on your PC may vary depending on your operating system.

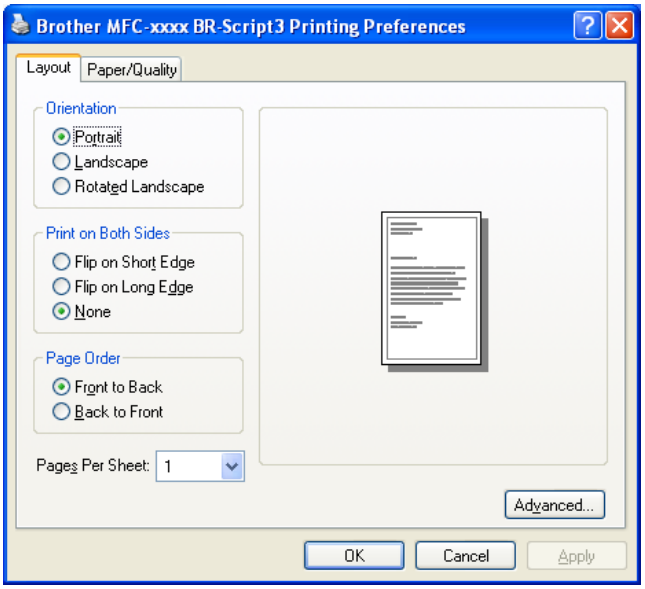
Printing Preferences

Note

You can access the **Printing Preferences** dialog box by clicking **Printing Preferences...** in the **General** tab of the **Brother MFC-XXXX BR-Script3 Properties** dialog box.

■ **Layout** tab

You can change the layout setting by choosing the settings for **Orientation**, **Print on Both Sides** (Duplex), **Page Order** and **Pages Per Sheet**.



- **Orientation**

  Orientation selects the position of how your document will be printed.

  (**Portrait**, **Landscape** or **Rotated Landscape**)

- **Print on Both Sides**

  If you want to do duplex printing, choose **Flip on short Edge** or **Flip on Long Edge**.

- **Page Order**

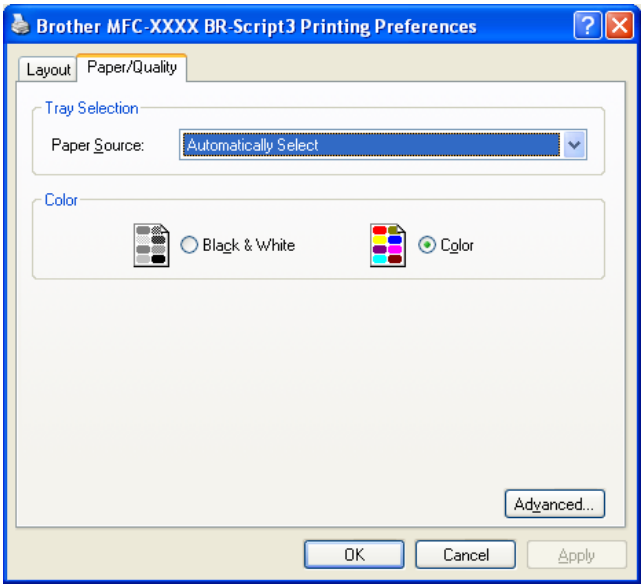
  Specifies the order in which the pages of your document will be printed. **Front to Back** prints the document so that page 1 is on top of the stack. **Back to Front** prints the document so that page 1 is on the bottom of the stack.

- **Pages Per Sheet**

  The **Pages Per Sheet** selection can reduce the image size of a page by allowing multiple pages to be printed on one sheet of paper. Also, you can print a document in the booklet style automatically when you choose **Booklet**.

■ **Paper/Quality** tab

Choose the **Paper Source** and **Color**.



- **Paper Source**

  You can choose **Automatically Select**, **Auto Select**, **Tray1**, **Tray2** [1], **MP Tray** or **Manual Feed**.

  [1] Available if the optional tray is installed.

  Automatically Select

  This setting will automatically pull paper from any paper source that has a paper size defined in the printer driver that matches your document.

  Auto Select

  This setting will automatically pull paper from any paper source that has a paper size defined in the machine that matches your document.

  Tray1

  This setting will pull paper from Tray1.

  Tray2

  This setting will pull paper from Tray2. (Available if the optional tray is installed.)

  MP Tray

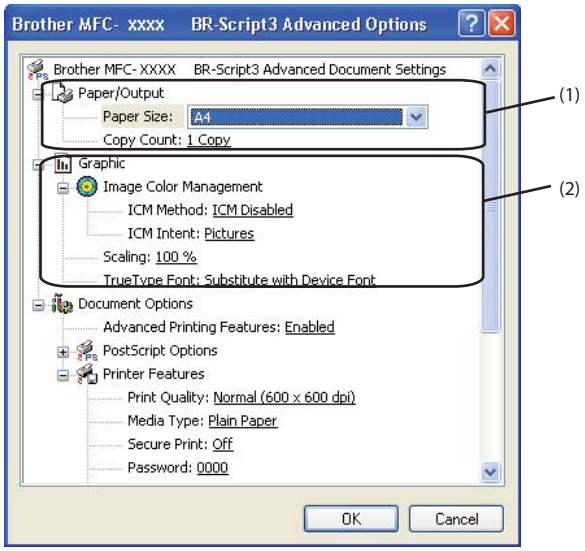
  This setting will pull paper from the MP Tray. The paper size needs to match the defined paper size.

- **Color**

  Choose how to print colour graphics either in **Black & White** or **Color**.

Advanced options

You can access the **Advanced options** by clicking the **Advanced...** button on the **Layout** tab or **Paper/Quality** tab.



1. Choose the **Paper Size** and **Copy Count** (1).

   - **Paper Size**

     From the drop-down box choose the Paper Size you are using.

   - **Copy Count**

     The copy selection sets the number of copies that will be printed.

2. Set the **Image Color Management**, **Scaling** and **TrueType Font** settings (2).

   - **Image Color Management**

     Specifies how to print your colour graphics.

     - If you don't want to enable **Image Color Management**, click **ICM Disabled**.
     - If you want the calculations for colour matching to be performed on the host computer before it sends the document to the machine, click **ICM Handled by Host System**.
     - If you want the calculations for colour matching to be performed on your machine, click **ICM Handled by Printer using printer calibration**.

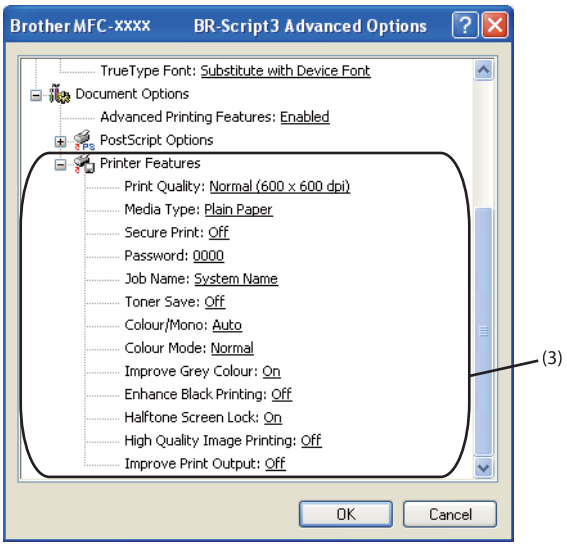
   - **Scaling**

     Specifies whether to reduce or enlarge documents, and by what percentage.

   - **TrueType Font**

     Specifies the TrueType font options. Click **Substitute with Device Font** (the default) to use equivalent printer fonts for printing documents that contain TrueType fonts. This will permit faster printing; however, you might lose special characters not supported by the printer font. Click **Download as Softfont** to download TrueType fonts for printing instead of using printer fonts.

3 You can change settings by choosing a setting in the **Printer Features** list (3):



■ Print Quality

You can choose the following print quality settings.

- **Normal (600 x 600 dpi)**

  600 × 600 dpi. Recommended for ordinary printing. Good print quality with reasonable print speeds.

- **Fine (2400 dpi class)**

  2400 dpi class. The finest print mode. Use this mode to print precise images such as photographs. Since the print data is much larger than in normal mode, processing time / data transfer time, and printing time will be longer.

■ **Media Type**

You can use the following types of media in your machine. For the best print quality, select the type of media that you wish to use.

- **Plain Paper**
- **Thin Paper**
- **Thick Paper**
- **Thicker Paper**
- **Bond Paper**
- **Envelopes**
- **Env. Thick**
- **Env. Thin**
- **Recycled Paper**
- **Label**
- **Glossy Paper**

Note

When you are using glossy paper, put only one sheet at a time in the MP tray to avoid a paper jam.

■ **Secure Print**

Secure Print allows you to secure documents that are password protected when they are sent to the machine. Only the people who know the password will be able to print them. Since the documents are secured at the machine, you must enter the password using the control panel of the machine. The secured document must have a **Password** and **Job Name**.

■ **Password**

Choose the password for your secured document that you send to the machine from the drop-down box.

■ **Job Name**

Choose the Job name from the drop-down list for your secured document.

■ **Toner Save**

You can conserve toner use with this feature. When you set **Toner Save** to On, print appears lighter. The default setting is Off.

Note

We do not recommend **Toner Save** for printing Photo or Greyscale images.

Colour / Mono

You can choose the following colour mode:

- **Auto**

  The machine checks the content of your documents for colour. If colour is detected, it prints in colour. If no colour content is detected, it prints in monochrome.

- **Colour**

  The device will print all pages in full colour mode.

- **Mono**

  Selecting Mono mode prints your documents in greyscale.

Note

- Sometimes a document can contain colour information even if it appears to be monochrome (for example, grey areas can actually be made from a combination of colours).
- If either the Cyan, Magenta or Yellow toner reaches the end of its life while printing a colour document, the print job cannot be completed. You can choose to start the print job again in the **Mono** mode, as long as black toner is available.

Colour Mode

The following options are available in Colour Matching mode:

- **Normal**

  This is the Default colour mode.

- **Vivid**

  The colour of all elements are adjusted to become a more vivid colour.

- **None**

  If you want to apply the colour management settings of your application, choose this setting. The printer driver will not adjust the colour.

■ **Improve Grey Colour**

You can improve the image of a shaded area.

■ **Enhance Black Printing**

If a black graphic cannot print correctly, choose this setting.

■ **Halftone Screen Lock**

Stops other applications from modifying the Halftone settings. The default setting is **On**.

■ **High Quality Image Printing**

You can get high quality image printing. If you set **High Quality Image Printing** to **On**, the printing speed will be slower.

■ **Improve Print Output**

This feature allows you to improve a print quality problem.

- **Reduce Paper Curl**

  If you choose this setting, the paper curl may be reduced. If you are printing only a few pages, you do not need to choose this setting. We recommend that you change the printer driver setting in **Media Type** to a thin setting.

Note

This operation will decrease the temperature of the machine's fusing process.

- **Improve Toner Fixing**

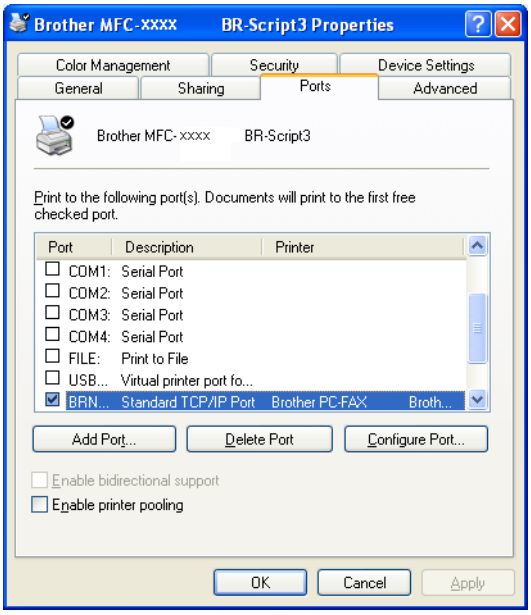
  If you choose this setting, the toner fixing on paper may be improved. If this selection does not provide enough improvement, change the printer driver setting in **Media Type** to a thick setting.

Note

This operation will increase the temperature of the machine's fusing process.

Ports tab

If you want to change the port where your machine is connected or the path to the network machine you are using, choose or add the port you want to use.



Status Monitor

The Status Monitor utility is a configurable software tool for monitoring the status of one or more devices, allowing you to get immediate notification of error messages such as paper empty or paper jam.



You can check the device status at anytime by double-clicking the icon in the tasktray or by choosing **Status Monitor** located in **start**/**All Programs**/**Brother**/**MFC-XXXX** on your PC.

(Windows® 7)

If you have set the **Enable Status Monitor on startup** during installation, you will find the button or **Status Monitor** icon on the taskbar.

To show the **Status Monitor** icon on your taskbar, click the button. The **Status Monitor** icon will appear in the small window. Then drag the icon to the taskbar.



There is also a link to the **Troubleshooting** and Brother Original Supplies website. Click **Visit the Original Supplies website** button for more information on Brother original supplies.

Note

- For more information about using the Status Monitor software, right-click the **Status Monitor** icon and choose **Help**.
- The automatic firmware update feature is active when the status monitor feature is active.

Monitoring the machine’s status

The Status Monitor icon will change colour depending on the machine status.

- A green icon indicates the normal stand-by condition.



- A yellow icon indicates a warning.



- A red icon indicates a printing error has occurred.



There are two locations where you can display the **Status Monitor** on your PC - in the tasktray or on the desktop.

3 Scanning

The scanning operations and drivers will be different depending on your operating system. The machine uses a TWAIN compliant driver for scanning documents from your applications.

■ (Windows® XP/Windows Vista®/Windows® 7)

Two scanner drivers are installed. A TWAIN compliant scanner driver (See *Scanning a document using the TWAIN driver* on page 49) and a Windows® Imaging Acquisition (WIA) driver (See *Scanning a document using the WIA driver (Windows® XP/Windows Vista®/Windows® 7)* on page 57).

Note

- For ScanSoft™ PaperPort™ 12SE, see *Using ScanSoft™ PaperPort™ 12SE with OCR by NUANCE™* on page 67.
- If your PC is protected by a firewall and is unable to network scan, you may need to configure the firewall settings to allow communication through port number 54925 and 137. If you are using Windows® Firewall and you installed MFL-Pro Suite from the CD-ROM, the necessary Firewall settings have already been made. For more information, see *Firewall settings (For Network users)* on page 118.

Scanning a document using the TWAIN driver

The Brother MFL-Pro Suite software includes a TWAIN compliant scanner driver. TWAIN drivers meet the standard universal protocol for communicating between scanners and applications. This means that you can not only scan images directly into the PaperPort™ 12SE viewer that Brother included with your machine, but you can also scan images directly into hundreds of other software applications that support TWAIN scanning. These applications include popular programs like Adobe® Photoshop®, CorelDRAW® and many more.

Scanning a document into the PC

There are two ways in which you can scan a whole page. You can either use the ADF (automatic document feeder) or the scanner glass.

1. Load your document.
2. Start the ScanSoft™ PaperPort™ 12SE software that was installed during the MFL-Pro Suite installation to scan a document.

Note

The instructions for scanning in this Guide are for when you use ScanSoft™ PaperPort™ 12SE. The scanning steps may vary when using other software applications.

3. Click the **Scan Settings** button in the **Desktop** ribbon.
   The **Scan or Get Photo** panel appears on the left side of the screen.

4 Click the **Select** button.

5 Choose the scanner you are using from the **Available Scanners** list.

Note

Choose **TWAIN: TW-Brother MFC-XXXX** or **TWAIN: TW-Brother MFC-XXXX LAN**.

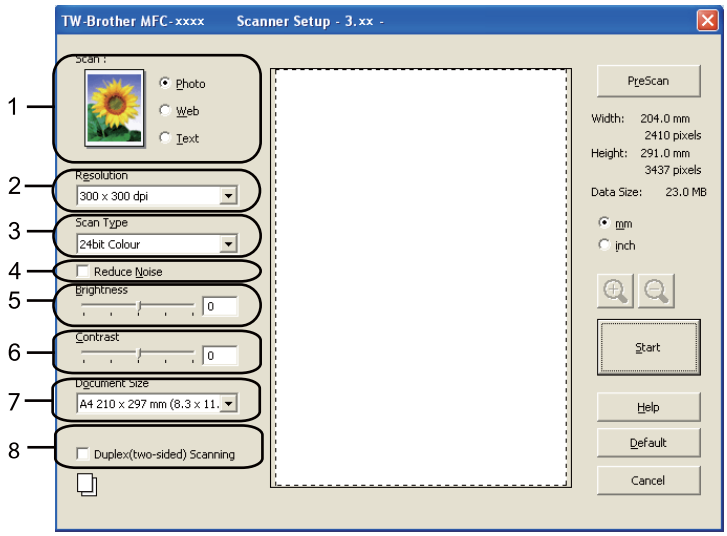
6 Check the **Display scanner dialog box** on the **Scan or Get Photo** panel.

7 Click **Scan**.
The **Scanner Setup** dialog box appears.

8 Adjust the following settings, if needed, in the Scanner Setup dialog box:

- **Scan** (Image Type) (1)
- **Resolution** (2)
- **Scan Type** (3)
- **Reduce Noise** (4)
- **Brightness** (5)
- **Contrast** (6)
- **Document Size** (7)
- **Duplex (two-sided) Scanning** (8)

  (For DCP-9270CDN, MFC-9465CDN and MFC-9970CDW)



9 Click **Start**.
When scanning is finished, click **Cancel** to return to the PaperPort™ 12SE window.

Note

- After you select a document size, you can adjust the scanning area further by clicking the left mouse button and dragging it. This is required when you want to crop an image when scanning. (See *Pre-Scanning to crop a portion you want to scan* on page 51.)
- For models that support duplex scanning:
  - You cannot adjust the scanning area.
  - Duplex scan is available from the ADF only.
  - You cannot use the **PreScan** button to preview an image.

Pre-Scanning to crop a portion you want to scan

You can preview your image and crop unwanted portions before scanning by using the **PreScan** button.

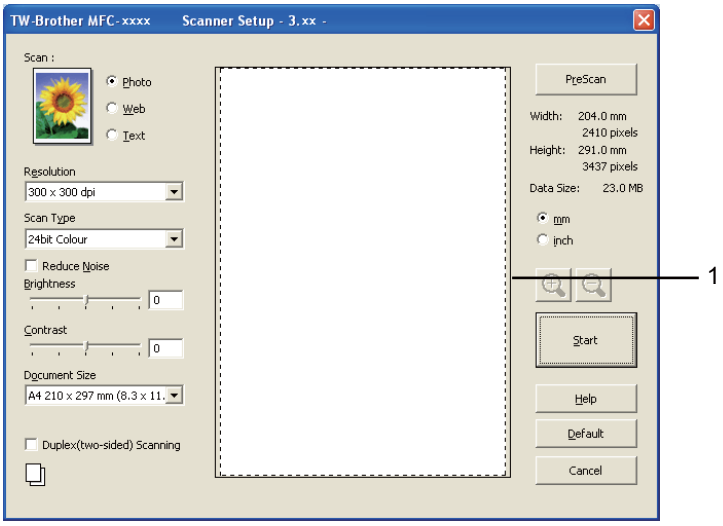
When you are satisfied with the preview, click the **Start** button in the Scanner Setup dialog box to scan the image.

1. Follow the steps from ❶ to ❼ of *Scanning a document into the PC* on page 49.
2. Choose the settings for **Scan** (Image Type), **Resolution**, **Scan Type**, **Brightness**, **Contrast** and **Document Size**, as needed.

Note

Pre-Scanning is not available if you choose **Duplex (two-sided) Scanning**.

3. Click **PreScan**.
   The whole image is scanned into the PC and appears in the Scanning Area (1) of the Scanner Setup dialog box.



4 Press and hold down the left mouse button and drag it over the portion you want to scan.



1 Scanning area

Note

You can enlarge the image using the icon, and then use the icon to restore the image to its original size.

5 Load your document again.

Note

Skip this step if you loaded the document on the scanner glass in step ❶.

6 Click **Start**.
This time only the chosen area of the document appears in the PaperPort™ 12SE window (or your application window).

7 In the PaperPort™ 12SE window, use the options available to refine the image.

Settings in the Scanner Setup dialog box

Scan (Image Type)

Choose the output image type from **Photo**, **Web** or **Text**. **Resolution** and **Scan Type** will be altered for each default setting.

The default settings are listed in the table below:

Scan (Image Type)		Resolution	Scan Type
Photo	Use for scanning photo images.	300 x 300 dpi	24bit Colour
Web	Use for attaching the scanned image to web pages.	100 x 100 dpi	24bit Colour
Text	Use for scanning text documents.	200 x 200 dpi	Black & White

Resolution

You can choose a scanning resolution from the **Resolution** drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image. The following table shows the resolutions you can choose and the available colours.

Resolution	Black & White/ Grey (Error Diffusion)	256 Colour	True Grey/24bit Colour
100 x 100 dpi	Yes	Yes	Yes
150 x 150 dpi	Yes	Yes	Yes
200 x 200 dpi	Yes	Yes	Yes
300 x 300 dpi	Yes	Yes	Yes
400 x 400 dpi	Yes	Yes	Yes
600 x 600 dpi	Yes	Yes	Yes
1200 x 1200 dpi	Yes	No	Yes
2400 x 2400 dpi	Yes	No	Yes
4800 x 4800 dpi	Yes	No	Yes
9600 x 9600 dpi	Yes	No	Yes
19200 x 19200 dpi	Yes	No	Yes

Scan Type

- **Black & White**

  Use for text or line art.

- **Grey (Error Diffusion)**

  Use for photographic images or graphics. (Error Diffusion is a method for creating simulated grey images without using true grey dots. Black dots are put in a specific pattern to give the appearance of grey.)

- **True Grey**

  Use for photographic images or graphics. This mode is more exact because it uses up to 256 shades of grey.

- **256 Colour**

  Uses up to 256 colours to scan the image.

- **24bit Colour**

  Uses up to 16.8 million colours to scan the image.

  Although using **24bit Colour** creates an image with the most accurate colour, the image file will be about three times larger than a file created with **256 Colour**. It requires the most memory and has the longest transfer time.

Reduce Noise

You can improve and enhance the quality of your scanned images with this selection. The **Reduce Noise** setting is available when using **24bit Colour** and scan resolutions of 300 × 300 dpi, 400 × 400 dpi or 600 × 600 dpi.

Brightness

Adjust the setting (-50 to 50) to get the best image. The default value is 0, representing an average.

You can set the **Brightness** level by dragging the slider to the right or left to lighten or darken the image. You can also enter a value in the box to set the level.

If the scanned image is too light, set a lower **Brightness** level and scan the document again. If the image is too dark, set a higher **Brightness** level and scan the document again.

Note

The **Brightness** setting is not available when **256 Colour** is chosen.

Contrast

You can increase or decrease the **Contrast** level by moving the slider to the left or right. An increase emphasizes dark and light areas of the image, while a decrease reveals more detail in grey areas. You can also enter a value in the box to set the **Contrast**.

Note

The Contrast setting is only available when **Grey (Error Diffusion)**, **True Grey** or **24bit Colour** is chosen.

When scanning photographs or other images for use in a word processor or other graphics application, try different settings for the contrast and resolution to see which setting best suits your needs.

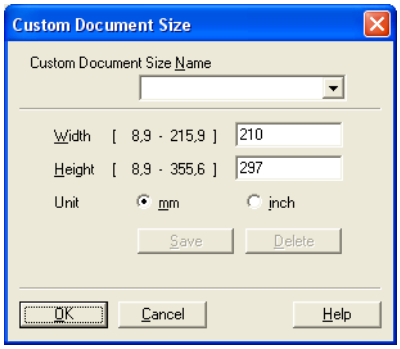
Document Size

Choose one of the following sizes:

- A4 210 x 297 mm (8.3 x 11.7 in)
- JIS B5 182 x 257 mm (7.2 x 10.1 in)
- Letter 215.9 x 279.4 mm (8 1/2 x 11 in)
- Legal 215.9 x 355.6 mm (8 1/2 x 14 in)
- A5 148 x 210 mm (5.8 x 8.3 in)
- Executive 184.1 x 266.7 mm (7 1/4 x 10 1/2 in)
- Business Card 90 x 60 mm (3.5 x 2.4 in)

  To scan business cards, choose the **Business Card** size, and then place the business card face down at the top left of the scanner glass, as indicated by the document guidelines on the machine.
- Photo 10 x 15 cm (4 x 6 in)
- Index Card 127 x 203.2 mm (5 x 8 in)
- Photo L 89 x 127 mm (3.5 x 5 in)
- Photo 2L 13 x 18 cm (5 x 7 in)
- Postcard 1 100 x 148 mm (3.9 x 5.8 in)
- Postcard 2 (Double) 148 x 200 mm (5.8 x 7.9 in)
- Custom

  If you choose **Custom** as the size, the **Custom Document Size** dialog box appears.

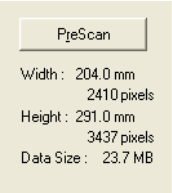


Enter the **Custom Document Size Name**, **Width** and **Height** for the document.

You can choose ‘mm’ or ‘inch’ as the unit for Width and Height.

Note

- You can see the actual paper size you chose on the screen.



  - **Width**: shows the width of scanning area.
  - **Height**: shows the height of scanning area.
  - **Data Size**: shows the rough data size in Bitmap format. The size will be different for other file formats such as JPEG.
- User adjustable from 8.9 x 8.9 mm to 215.9 x 355.6 mm.

Scanning a document using the WIA driver (Windows® XP/Windows Vista®/Windows® 7)

WIA compliant

For Windows® XP/Windows Vista®/Windows® 7 you can choose Windows® Image Acquisition (WIA) for scanning images from the machine. You can scan images directly into the PaperPort™ 12SE viewer that Brother included with your machine or you can scan images directly into any other application that supports WIA or TWAIN scanning.

Note

- Windows® XP does not support Duplex Scan in the WIA driver.
- Duplex Scan is not supported by the DCP-9055CDN and MFC-9460CDN.

Scanning a document into the PC

There are two ways in which you can scan a whole page. You can either use the ADF (automatic document feeder) or the scanner glass.

If you want to scan and then crop a portion of a page after pre-scanning the document, you need to use the scanner glass. (See *Pre-Scanning to crop a portion you want to scan using the scanner glass* on page 59.)

1. Load your document.
2. Start the ScanSoft™ PaperPort™ 12SE software that was installed during the MFL-Pro Suite installation to scan a document.

Note

The instructions for scanning in this Guide are for when you use ScanSoft™ PaperPort™ 12SE. The scanning steps may vary when using other software applications.

3. Click the **Scan Settings** button in the **Desktop** ribbon.
   The **Scan or Get Photo** panel appears on the left side of the screen.
4. Click **Select** button.
5. Choose the scanner you are using from the **Available Scanners** list.

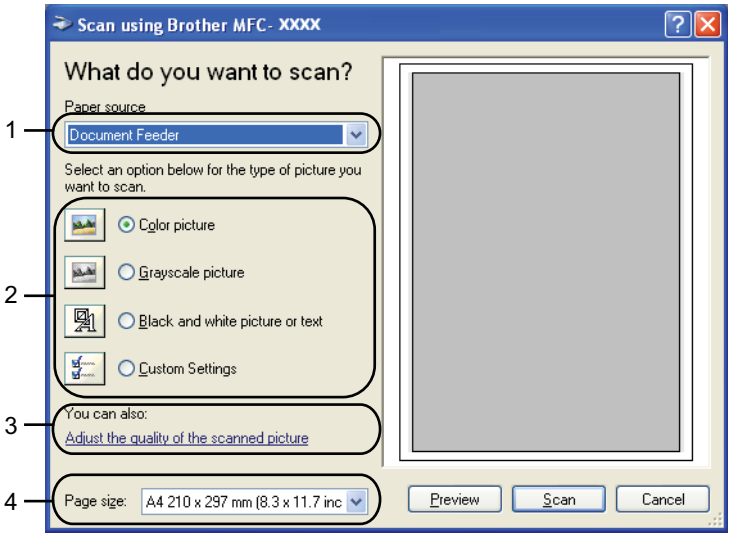
Note

Choose **WIA: Brother MFC-XXXX** or **WIA: Brother MFC-XXXX LAN**.

6. Check the **Display scanner dialog box** on the **Scan or Get Photo** panel.
7. Click **Scan**.
   The Scanner Setup dialog box appears.

8 Adjust the following settings, if needed, in the Scanner Setup dialog box:

- **Paper source** (1)
- **Picture type** (2)
- **Adjust the quality of the scanned picture** (3)
- **Page size** (4)

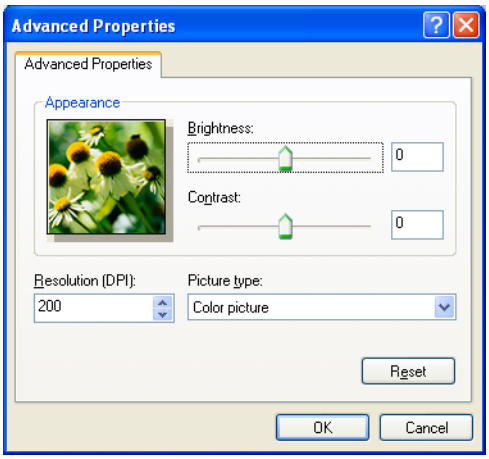


9 Choose **Document Feeder** from the **Paper source** drop-down list (1).

10 Choose the picture type (2).

11 Choose the **Page size** from the drop-down list (4).

12 If you need advanced settings, click **Adjust the quality of the scanned picture** (3). You can choose **Brightness**, **Contrast**, **Resolution (DPI)** and **Picture type** from **Advanced Properties**. Click **OK** after you choose a setting.



Note

- The scanner resolution can be set as high as 1200 dpi.
- For resolutions greater than 1200 dpi, use the Scanner Utility. (See *Scanner Utility* on page 61.)

13 Click the **Scan** button in the Scan dialog box.
The machine starts scanning the document.

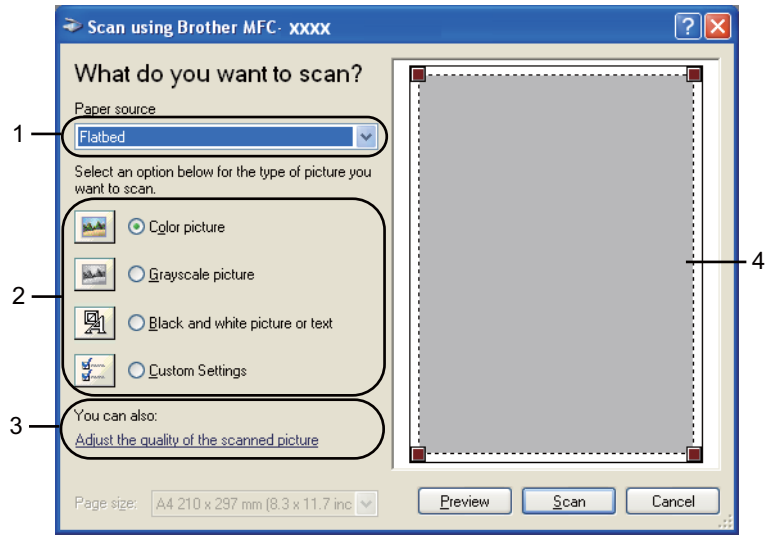
Pre-Scanning to crop a portion you want to scan using the scanner glass

The **Preview** button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, click the **Scan** button in the Scan dialog box to scan the image.

1 Follow the steps from ❶ to ❼ of *Scanning a document into the PC* on page 57.

2 Choose **Flatbed** in the **Paper source** drop-down list (1).

- **Paper source** (1)
- **Picture type** (2)
- **Adjust the quality of the scanned picture** (3)
- **Scanning area** (4)



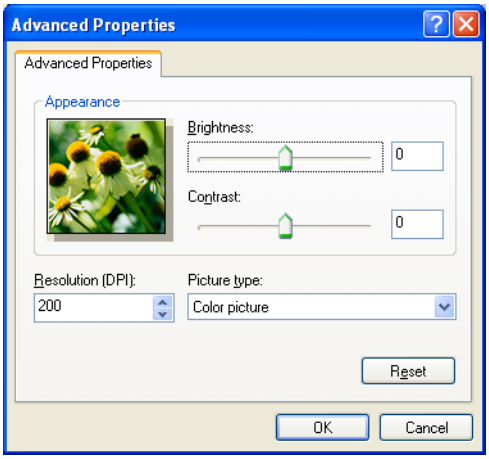
3 Choose the picture type (2).

4 Click **Preview**.
The whole image is scanned into the PC and appears in the scanning area (4).

5 Press and hold down the left mouse button and drag it over the portion you want to scan.



6 If you need advanced settings, click **Adjust the quality of the scanned picture** (3). You can choose **Brightness**, **Contrast**, **Resolution (DPI)** and **Picture type** from **Advanced Properties**. Click **OK** after you choose a setting.



7 Click the **Scan** button in the Scan dialog box.
The machine starts scanning the document.
This time only the chosen area of the document appears in the PaperPort™ 12SE window (or your application window).

Scanner Utility

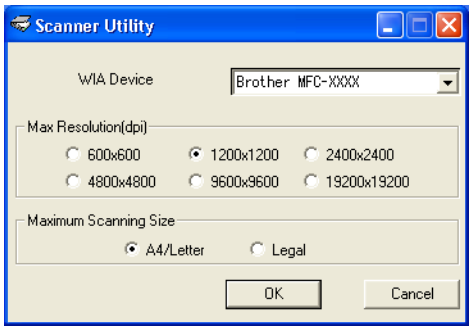
The Scanner Utility is used for configuring the WIA scanner driver for resolutions greater than 1200 dpi and for changing the paper size (Windows® XP only). If you want to set Legal size as the default size, use this utility to change the setting. You must restart your PC for the new settings to take effect.

Note

If you scan the document at a resolution greater than 1200 dpi, the file size may be very large. Make sure that you have enough memory and hard disk space for the size of the file you are trying to scan. If you do not have enough memory or hard disk space then your PC may freeze and you could lose your file.

■ Running the utility

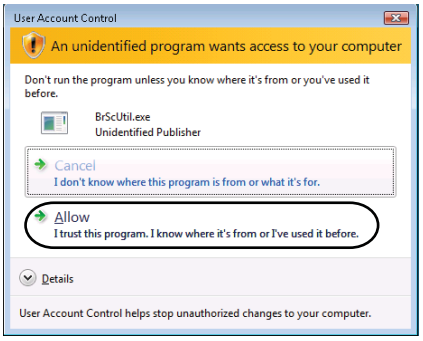
You can run the utility by choosing the **Scanner Utility** located in the **start**/**All Programs**/**Brother**/**MFC-XXXX** (where XXXX is your model name)/ **Scanner Settings**/**Scanner Utility**.



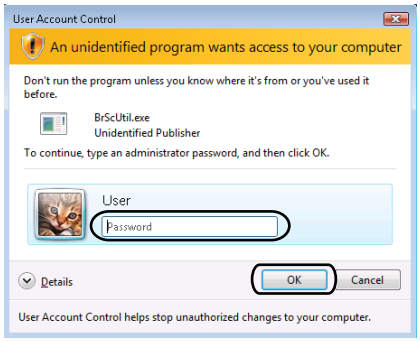
Note

(Windows Vista® and Windows® 7) The **User Account Control** screen appears, do the following.

- For users who have administrator rights: Click **Allow**.



- For users who do not have administrator rights: Enter the administrator password and click **OK**.



Scanning a document using the WIA driver (Windows Photo Gallery and Windows Fax and Scan)

Scanning a document into the PC

There are two ways in which you can scan a whole page. You can either use the ADF (automatic document feeder) or the scanner glass.

If you want to scan and then crop a portion of a page after pre-scanning the document, you need to use the scanner glass. (See *Pre-Scanning to crop a portion you want to scan using the scanner glass* on page 65.)

Note

Duplex Scan is not supported by the DCP-9055CDN and MFC-9460CDN.

1. Load your document.
2. Open your software application to scan the document.
3. Do one of the following:
   - (Windows Photo Gallery)

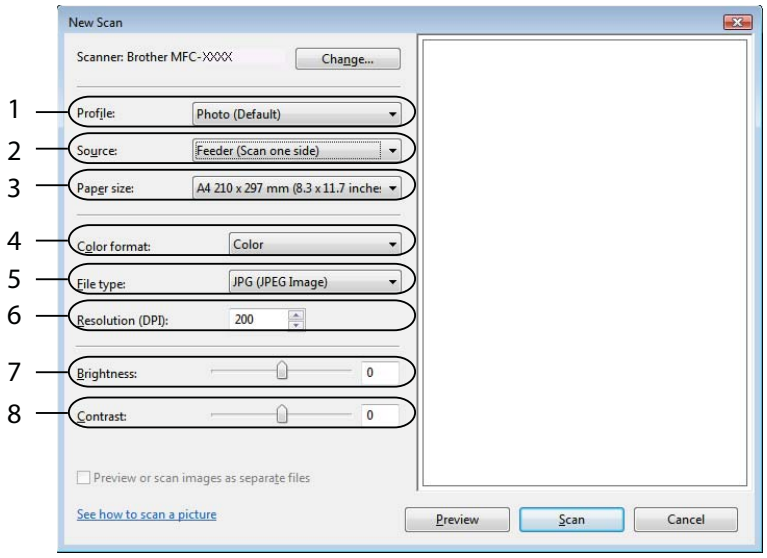
     Click **File**, then **Import from Camera or Scanner**.
   - (Windows Fax and Scan)

     Click **File**, **New**, then **Scan**.
4. Choose the scanner you want to use.
5. Click **Import**.
   The Scan dialog box appears.
6. Adjust the following settings, if needed, in the Scanner dialog box.

Note

You can choose duplex scan from the **Source** drop-down list.

- **Profile** (1)
- **Source** (2)
- **Paper size** (3)
- **Color format** (4)
- **File type** (5)
- **Resolution (DPI)** (6)
- **Brightness** (7)
- **Contrast** (8)

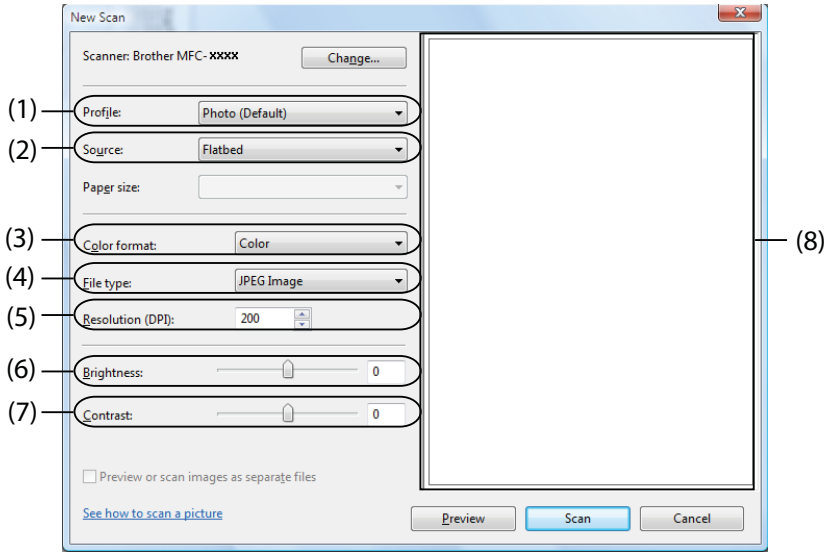


7 Click the **Scan** button in the Scan dialog box.
The machine starts scanning the document.

Pre-Scanning to crop a portion you want to scan using the scanner glass

The **Preview** button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, click the **Scan** button in the Scan dialog box to scan the image.

1. Follow the steps from ❶ to ❺ of *Scanning a document into the PC* on page 63.
2. Put the document face down on the scanner glass.
3. Choose **Flatbed** in the **Source** drop-down list. Adjust the following settings, if needed, in the Scanner dialog box.
   - **Profile** (1)
   - **Source** (2)
   - **Color format** (3)
   - **File type** (4)
   - **Resolution (DPI)** (5)
   - **Brightness** (6)
   - **Contrast** (7)
   - **Scanning area** (8)



4. Click **Preview**.
   The whole image is scanned into the PC and appears in the scanning area (8).

5 Press and hold down the left mouse button and drag it over the portion you want to scan.



6 Click the **Scan** button in the Scan dialog box.
The machine starts scanning the document.
This time only the chosen area of the document appears in your application window.

Using ScanSoft™ PaperPort™ 12SE with OCR by NUANCE™

Note

- ScanSoft™ PaperPort™ 12SE supports Windows® XP (SP3 or greater), XP Professional x64 Edition (SP2 or greater), Windows Vista® (SP2 or greater) and Windows® 7 only.
- For Windows® 2000 (SP4 or higher) users, you can download ScanSoft™ PaperPort™ 11SE by Nuance™ during the installation of MFL-Pro Suite. See the *Quick Setup Guide*.

ScanSoft™ PaperPort™ 12SE for Brother is a document management application. You can use PaperPort™ 12SE to view scanned documents.

PaperPort™ 12SE has a sophisticated, yet easy-to-use filing system that will help you organize your graphics and text documents. It allows you to mix or 'stack' documents of different formats for printing, faxing or filing.

This chapter only introduces the basic functions of the software. For more details, see the ScanSoft™ **Getting Started Guide**. To view the complete ScanSoft™ PaperPort™ 12SE **Getting Started Guide**, choose the **Help** ribbon and click **Getting Started Guide**. When you install MFL-Pro Suite, ScanSoft™ PaperPort™ 12SE for Brother is installed automatically. You can access ScanSoft™ PaperPort™ 12SE through the ScanSoft™ PaperPort™ SE program group located in **start**/**All Programs**/**Nuance PaperPort 12** on your PC.

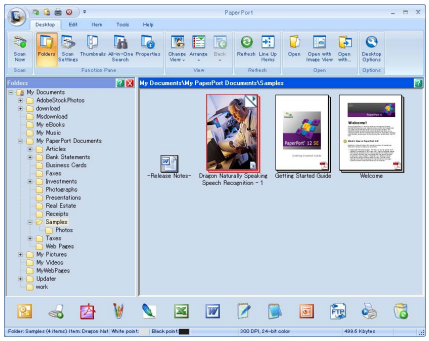
Viewing items

ScanSoft™ PaperPort™ 12SE gives several ways to view items:

Desktop displays the item in the chosen folder with a thumbnail (a small graphic that shows each item in a desktop or folder) or an icon.

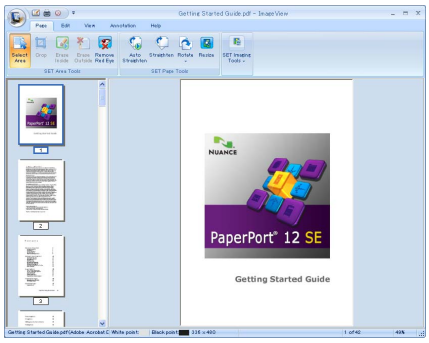
You can see both PaperPort™ 12SE items (MAX files) and non-PaperPort™ 12SE items (files created using other applications).

All graphical files (PaperPort™ 12SE's *.max and other files) will be displayed and include an icon that indicates the application that the specific file type is associated or created with. Non-graphical files are indicated by a small rectangular thumbnail and are not displayed as actual images.



ImageView displays a close-up of a single page. You can open a PaperPort™ 12SE item by clicking the **Open with Image View** button on the **Desktop** ribbon.

As long as you have the appropriate application on your PC to display it, you can also open a non-PaperPort™ SE item by double-clicking it.



Organizing your items in folders

PaperPort™ 12SE has an easy-to-use filing system for organizing your items. The filing system consists of folders and items that you choose to view in **Desktop**. An item can be a PaperPort™ 12SE item or a non-PaperPort™ 12SE item:

- Folders are arranged in a ‘tree’ structure in the Folder View. You use this section to choose folders and view their items in **Desktop**.
- You can simply drag and drop an item onto a folder. When the folder is highlighted, release the mouse button and the item is stored in that folder.
- Folders can be ‘nested’—that is, stored in other folders.
- When you double-click a folder, its contents (both PaperPort™ 12SE MAX files and non PaperPort™ 12SE files) appear in **Desktop**.
- You can also use Windows® Explorer to manage the folders and items shown in **Desktop**.

Quick links to other applications

ScanSoft™ PaperPort™ 12SE automatically recognizes many other applications on your PC and creates a ‘working link’ to them.

The bar at the bottom of the PaperPort™ 12SE desktop shows which programs you can use with PaperPort™ 12SE.



To send an item from PaperPort™ 12SE to another program, simply drag and drop the item from the PaperPort™ 12SE desktop to the program icon on the Send To bar. PaperPort™ 12SE automatically converts the item to the preferred format.

If PaperPort™ 12SE does not automatically recognize one of the applications on your PC, you can manually create a link using the **New Link** button on the **Tools** ribbon.

ScanSoft™ PaperPort™ 12SE with OCR lets you convert image text into text you can edit

ScanSoft™ PaperPort™ 12SE can quickly convert a text document image into text that you can edit with a word processing application.

PaperPort™ 12SE uses the optical character recognition software (OCR), which comes with PaperPort™ 12SE. PaperPort™ 12SE can use your preferred OCR application if it is already on your PC. You can convert the entire item, or by using the **Copy Text** button on the **Item** ribbon, you can choose only a portion of the text to convert.

Dragging an item onto a word-processing link icon starts PaperPort™ 12SE’s built-in OCR application, or you can use your own OCR application.



Importing items from other applications

As well as scanning items, you can bring items into PaperPort™ 12SE in a variety of ways and convert them to PaperPort™ 12SE (MAX) files in several different ways:

- Print to the **Desktop** from another application, such as Microsoft® Word.
- Import files saved in other file formats, such as Windows® Bitmap (BMP) or Tagged Image File Format (TIFF).

Exporting items into other formats

You can export or save PaperPort™ 12SE items in several popular file formats, such as BMP, JPEG, TIFF or PDF.

Exporting an image file

1. Click **Save As** on the PaperPort button.
   The Save 'XXXXX' as dialog box is displayed.
2. Choose the drive and folder where you want to store the file.
3. Enter the new file name and choose the file type.
4. Click **Save** to save your file, or **Cancel** to return to PaperPort™ 12SE without saving it.

Uninstalling ScanSoft™ PaperPort™ 12SE with OCR

(Windows® XP)

1. Click the **start** button, **Control Panel**, **Add or Remove Programs**, and click the **Change or Remove Programs** icon.
2. Choose **Nuance PaperPort 12** from the list and click **Change** or **Remove**.

(Windows Vista® and Windows® 7)

1. Click the  button, **Control Panel**, **Programs** and **Programs and Features**.
2. Choose **Nuance PaperPort 12** from the list and click **Uninstall**.

4 ControlCenter4

Overview

ControlCenter4 is a software utility that lets you quickly and easily access your often used applications. Using ControlCenter4 eliminates the need to manually launch specific applications.

ControlCenter4 has two user interfaces: **Home Mode** and **Advanced Mode**.

- **Home Mode**

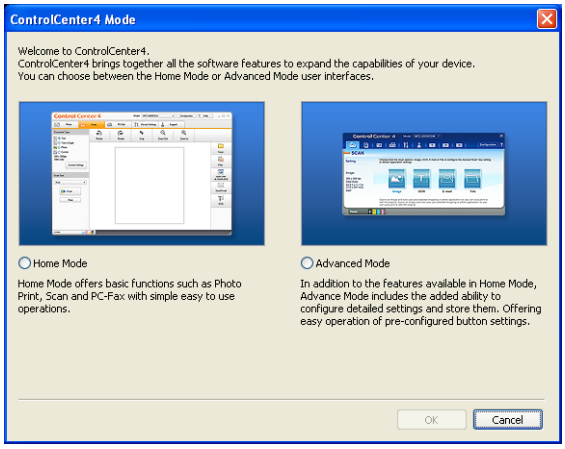
  The **Home Mode** gives you easy access to your machine's main functions. See *Using ControlCenter4 in Home Mode* on page 72.

- **Advanced Mode**

  The **Advanced Mode** gives you more control over the details of your machine's functions. You can add up to three customized tabs in your original settings. See *Using ControlCenter4 in Advanced Mode* on page 85.

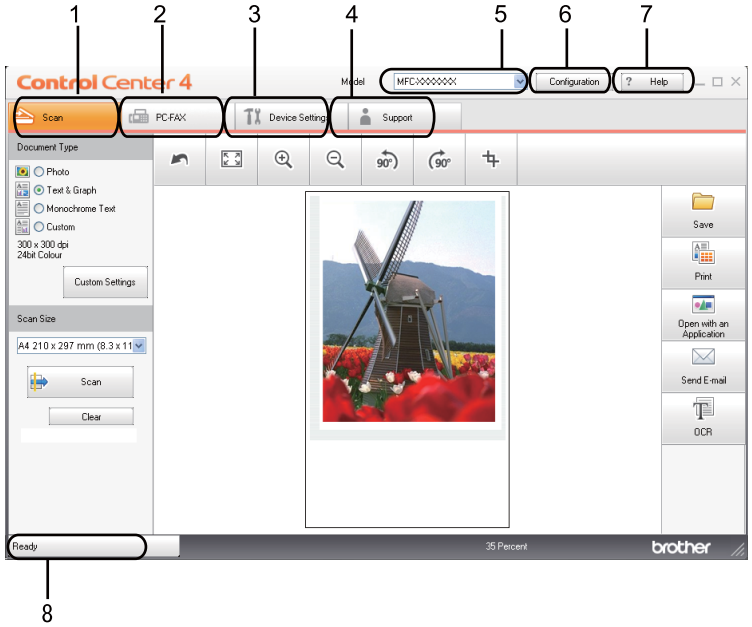
Changing the user interface

1. Click **Configuration** and then select **Mode Select**.
2. Select **Home Mode** or **Advanced Mode** in the mode dialog.



Using ControlCenter4 in Home Mode

This section briefly introduces the ControlCenter4 functions in **Home Mode**. For more details on each function, click **Help**.



1 Scan directly to a file, E-mail, word processor or graphics application of your choice.

2 Access the **PC-FAX** applications available for your device.

3 Access the settings available to configure your device.

4 Link to Brother Solutions Center, Brother CreativeCenter and the **Help** file.

5 You can select which machine ControlCenter4 will connect with from the **Model** drop-down list.

6 You can change the user interface and ControlCenter4 preferences.

7 Access the **Help** file.

8 Access **Status Monitor** by clicking the Device Status button.

ControlCenter4 Features for Home Mode users

Scan (See *Scan tab* on page 74.)

- See *Saving the scanned image* on page 75.
- See *Printing the scanned image* on page 76.
- See *Opening the scanned image in an application* on page 76.
- See *Attaching the scanned data to E-mail* on page 77.
- See *Using the OCR feature* on page 77.

PC-FAX (See *PC-FAX tab (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)* on page 78.)

- See *Sending a scanned image* on page 79.
- See *Sending an image file from your computer* on page 79.
- See *Viewing and printing received PC-FAX data* on page 80.

Device Settings (See *Device Settings tab* on page 81.)

- See *Configuring Remote Setup (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)* on page 81.
- See *Accessing Quick Dial (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)* on page 82.
- See *Configuring Scan button settings* on page 82.
- See *Launching the BRAdmin utility* on page 83.

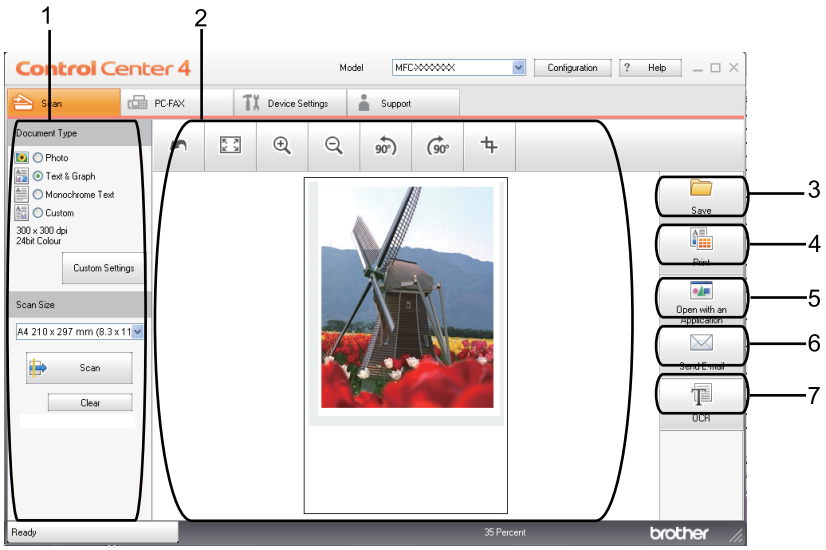
Support (See *Support tab* on page 84.)

- See *Opening ControlCenter Help* on page 84.
- See *Using Brother Solutions Center* on page 84.
- See *Accessing the Brother CreativeCenter* on page 84.

Scan tab

There are five scan options: **Save**, **Print**, **Open with an Application**, **Send E-mail** and **OCR**.

This section briefly introduces the **Scan** tab function. For more details of each function, click **Help**.



1 PC Scan setting area

2 Image viewer

3 **Save** button

4 **Print** button

5 **Open with an Application** button

6 **Send E-mail** button

7 **OCR** button

File types

You can choose from the following list of file types when saving to a folder.

- **Windows Bitmap (*.bmp)**
- **JPEG (*.jpg)**
- **TIFF (*.tif)**
- **TIFF Multi-Page (*.tif)**
- **Portable Network Graphics (*.png)**
- **PDF (*.pdf)**
- **Secure PDF (*.pdf)**
- **XML Paper Specification (*.xps)**

Note

- The XML Paper Specification is available for Windows Vista® and Windows® 7, or when using applications which support XML Paper Specification files.
- If you set the file type to TIFF or TIFF Multi-Page, you can choose “Uncompressed” or “Compressed”.
- Secure PDF is available for the **Save** and **Send E-mail** selections.

Document Size

You can choose the document size from the pull-down list. If you choose a “1 to 2” document size, such as **1 to 2 (A4)**, the scanned image will be divided into two A5 size documents.

Saving the scanned image

The **Save** button lets you scan an image to a folder on your hard disk in one of the file types shown in the file attachment list.

1. Configure the settings in the PC Scan setting area.
2. Click the **Scan** button.
3. Confirm and edit (if necessary) the scanned image in the image viewer.
4. Click **Save**.
5. The **Save** dialog will appear. Select your **Destination Folder** and other settings. Click **OK**.
6. The image will be saved in your chosen folder.

Printing the scanned image

You can scan a page on the machine and print copies using any of the features of ControlCenter4 supported by your Brother machine's printer driver.

1. Select the **Scan** tab.
2. Configure the settings in the PC Scan setting area.
3. Click the **Scan** button.
4. Confirm and edit (if necessary) the scanned image in the image viewer.
5. Click **Print**.
6. Configure the print settings and then click **Start Printing**.

Opening the scanned image in an application

The **Open with an Application** button lets you scan an image directly into your graphics application for image editing.

1. Select the **Scan** tab.
2. Configure the settings in the PC Scan setting area.
3. Click the **Scan** button.
4. Confirm and edit (if necessary) the scanned image in the image viewer.
5. Click **Open with an Application**.
6. Select the application from the drop-down list and click **OK**.
7. The image will appear in the application you have chosen.

Attaching the scanned data to E-mail

The **Send E-mail** button lets you scan a document to your default E-mail application, so you can send the scanned job as an attachment.

1. Select the **Scan** tab.
2. Configure the settings in the PC Scan setting area.
3. Click the **Scan** button.
4. Confirm and edit (if necessary) the scanned image in the image viewer.
5. Click **Send E-mail**.
6. Configure the attached file settings and click **OK**.
7. Your default E-mail application will open and the image will be attached to a new, blank email.

Using the OCR feature

The **OCR** button lets you scan a document and convert it into text. This text can be edited using your favourite word processing software.

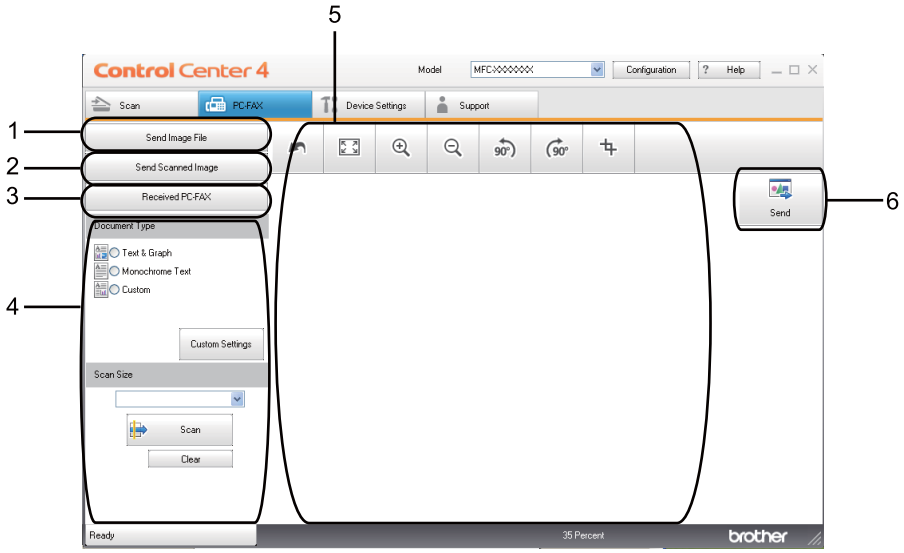
1. Select the **Scan** tab.
2. Configure the settings in the PC Scan setting area.
3. Click the **Scan** button.
4. Confirm and edit (if necessary) the scanned image in the image viewer.
5. Click **OCR**.
6. Configure the OCR settings and click **OK**.
7. Your default word processing application will open and display the converted text data.

PC-FAX tab (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)

This section briefly introduces the **PC-FAX** tab function. For more details of each function, click **Help**.

Note

The PC-FAX software can only send Black & White fax documents in A4 size.



1 **Send Image File** button

2 **Send Scanned Image** button

3 **Received PC-FAX** button

4 PC Scan setting area

5 Scan Image area

6 **Send** button

Sending an image file from your computer

The **Send Image File** button lets you send an image file as a fax from your computer using the Brother PC-FAX software.

1. Select the **PC-FAX** tab.
2. Click **Send Image File**.
3. Click on the folder tree to browse for the folder where the image you want to send is located. Then select the file you want to send.
4. Click the **Send** button.
5. The PC-FAX sending dialog will appear. Enter a fax number and then click **Start**.

Sending a scanned image

The **Send Scanned Image** button lets you scan a page or document and automatically send the image as a fax from your computer using the Brother PC-FAX software.

1. Select the **PC-FAX** tab.
2. Click **Send Scanned Image**.
3. Configure the settings in the PC Scan setting area.
4. Click the **Scan** button.
5. Confirm and edit (if necessary) the scanned image in the image viewer.
6. Click **Send**.
7. The PC-FAX sending dialog will appear. Enter a fax number and then click **Start**.

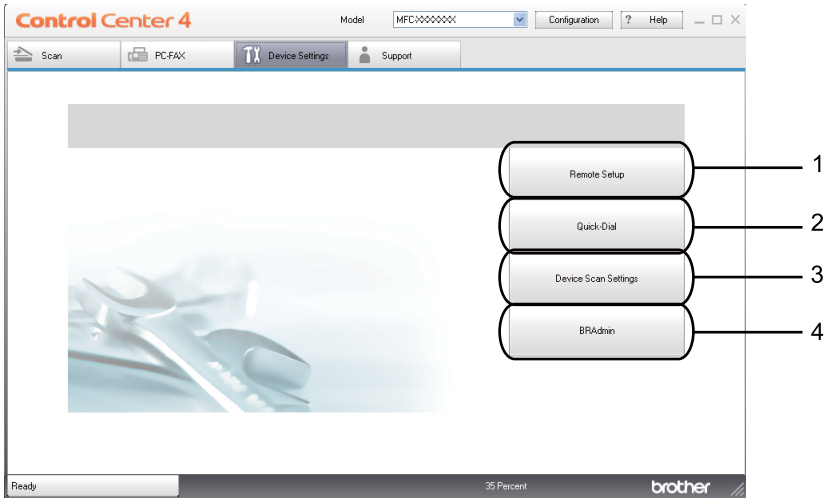
Viewing and printing received PC-FAX data

The **Received PC-FAX** button lets you view and print received fax data using the Brother PC-FAX software. Before you use the PC-FAX Receive function, **you must select the PC-FAX Receive option from the control panel menu of the Brother machine**. (See *Enabling PC-FAX Receiving software on your machine* on page 114.)

1. Select the **PC-FAX** tab.
2. Click **Received PC-FAX**.
3. The PC-FAX receiving function activates and starts to receive fax data from your machine. The received data will appear. To view the data, click **View**.
4. If you want to print the received data, select the data and then click **Print**.
5. Configure the print settings and then click **Start Printing**.

Device Settings tab

This section briefly introduces the **Device Settings** tab function. For more details of each function, click **Help**.



1 **Remote Setup** button

2 **Quick-Dial** button

3 **Device Scan Settings** button

4 **BRAdmin** button

Configuring Remote Setup (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)

The **Remote Setup** button lets you open the Remote Setup Program window to configure most machine and network setting menus.

1. Select the **Device Settings** tab.
2. Click **Remote Setup**.
3. The Remote Setup Program window will appear. For Remote Setup configuration, see *Remote Setup (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)* on page 98.

Accessing Quick Dial (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)

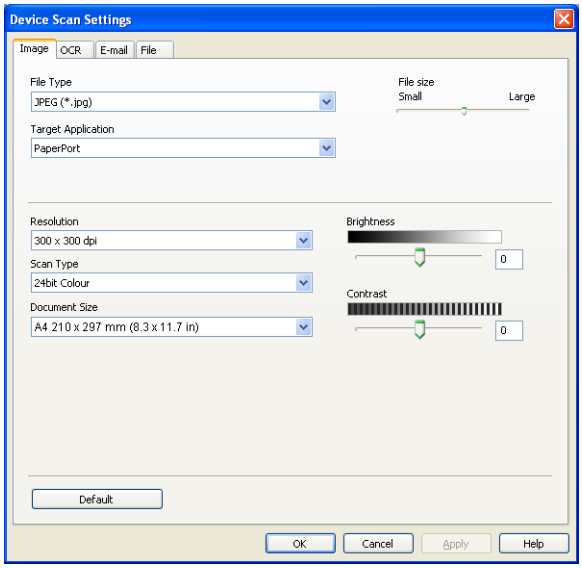
The **Quick-Dial** button lets you open the **Address Book** window in the Remote Setup Program. You can then easily register or change the Quick Dial numbers from your PC.

1. Select the **Device Settings** tab.
2. Click **Quick-Dial**.
3. The Address Book window will appear. For Address Book configuration, see *Remote Setup (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)* on page 98.

Configuring Scan button settings

The **Device Scan Settings** button lets you configure your machine's **SCAN** key settings.





1. Select the **Device Settings** tab.
2. Click **Device Scan Settings**.
3. The **Device Scan Settings** dialog will appear. You can change settings of each Scan button function.
4. Click **OK**.

Launching the BRAdmin utility

If you have installed BRAdmin Light or BRAdmin Professional 3, the **BRAdmin** button lets you open the BRAdmin Light or BRAdmin Professional 3 utility.

The BRAdmin Light utility is designed for initial setup of the Brother network connected devices. It can also search for Brother products in a TCP/IP environment, view the status and configure basic network settings, such as the IP address. To install BRAdmin Light from the installation CD-ROM, see *Network User's Guide*. If you require more advanced machine management, use the latest version of BRAdmin Professional 3 utility that is available as a download from http://solutions.brother.com/.

1. Select the **Device Settings** tab.
2. Click **BRAdmin**. The BRAdmin Light or BRAdmin Professional 3 utility dialog appears.

Note

If you have installed both BRAdmin Light and BRAdmin Professional, ControlCenter 4 will launch BRAdmin Professional 3.

Support tab

This section briefly introduces the **Support** tab function. For more details of each function, click the **Help** button in ControlCenter4.

Opening ControlCenter Help

The **ControlCenter Help** lets you open the **Help** file for detailed information about ControlCenter.

1. Select the **Support** tab.
2. Click **ControlCenter Help**.
3. The **ControlCenter Help** top page will appear.

Using Brother Solutions Center

The **Brother Solutions Center** button lets you open the Brother Solutions Center website offering information about your Brother product including FAQs (Frequently Asked Questions), User's Guides, driver updates and tips for using your machine.

1. Select the **Support** tab.
2. Click **Brother Solutions Center**.
3. The Brother Solutions Center website will be shown in your web browser.

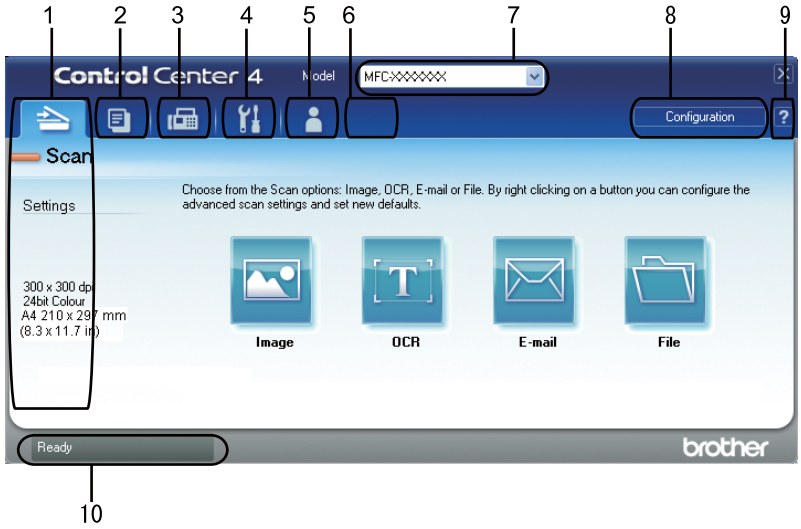
Accessing the Brother CreativeCenter

The **Brother CreativeCenter** button lets you access our website for free and easy online solutions for business and home users.

1. Select the **Support** tab.
2. Click **Brother CreativeCenter**. ControlCenter 4 will launch your web browser and then open the Brother CreativeCenter website.

Using ControlCenter4 in Advanced Mode

This section briefly introduces the ControlCenter4 functions in **Advanced Mode**. For more details on each function, click **Help**.



1 Scan directly to a file, E-mail, word processor or graphics application of your choice.

2 Access the **PC-Copy** feature available via your PC.

3 Access the **PC-FAX** applications available for your device.

4 Access the settings available to configure your device.

5 Link to Brother Solutions Center, Brother CreativeCenter and the **Help** file.

6 You can configure your original settings tab by right clicking the tab area.

7 You can select which machine ControlCenter4 will connect with from the **Model** drop-down list.

8 You can open the configuration window for each scan function and change the user interface mode.

9 Access the **Help** file.

10 Access **Status Monitor** by clicking the Device Status button.

ControlCenter4 Features for Advanced Mode users

Scan (See *Scan tab* on page 87.)

- See *Opening the scanned image in an application* on page 88.
- See *Using the OCR feature* on page 89.
- See *Attaching the scanned data to E-mail* on page 89.
- See *Saving the scanned image* on page 89.

PC-Copy (See *PC-Copy tab* on page 90.)

- See *Printing the scanned image* on page 90.

PC-FAX (See *PC-FAX tab (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)* on page 90.)

- See *Sending an image file from your computer* on page 90.
- See *Sending a scanned image* on page 91.
- See *Viewing and printing received PC-FAX data* on page 91.

Device Settings (See *Device Settings tab* on page 92.)

- See *Configuring Remote Setup (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)* on page 92.
- See *Accessing Quick Dial (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)* on page 92.
- See *Configuring Scan button settings* on page 93.
- See *Launching the BRAdmin utility* on page 94.

Support (See *Support tab* on page 95.)

- See *Using Brother Solutions Center* on page 95.
- See *Opening ControlCenter Help* on page 95.
- See *Accessing the Brother CreativeCenter* on page 95.

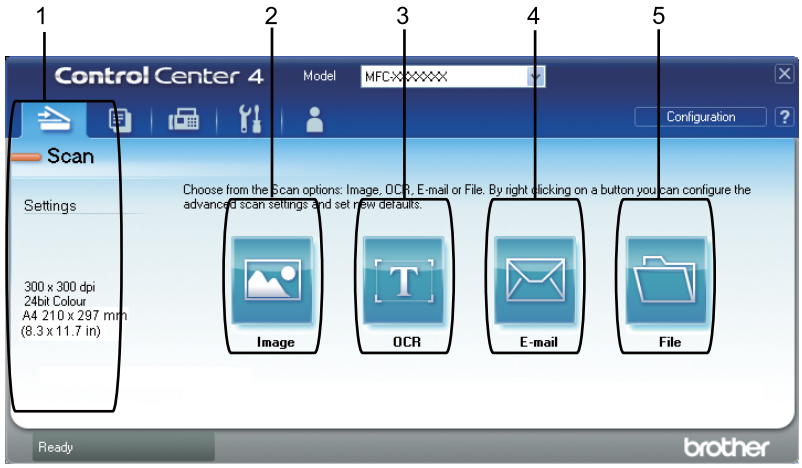
Custom (See *Custom tab* on page 96.)

- See *Creating a Custom tab* on page 96.

Scan tab

There are four scan options: **Image**, **OCR**, **E-mail** and **File**.

This section briefly introduces the **Scan** tab function. For more details of each function, click **Help**.



1 PC Scan setting area

2 **Image** button

3 **OCR** button

4 **E-mail** button

5 **File** button

Note

- You can change the default settings of each button by right-clicking the appropriate button or clicking **Configuration**. When the configuration dialog appears, you can change the settings and then click **OK**.
- To preview and configure the scanned image, check **Pre Scan** on configuration dialog.

File types

You can choose from the following list of file types when saving to a folder.

- **Windows Bitmap (*.bmp)**
- **JPEG (*.jpg)**
- **TIFF (*.tif)**
- **TIFF Multi-Page (*.tif)**
- **Portable Network Graphics (*.png)**
- **PDF (*.pdf)**
- **Secure PDF (*.pdf)**
- **XML Paper Specification (*.xps)**

Note

- The XML Paper Specification is available for Windows Vista® and Windows® 7, or when using applications which support XML Paper Specification files.
- If you set the file type to TIFF or TIFF Multi-Page, you can choose “Uncompressed” or “Compressed”.
- Secure PDF is available for Scan to Image, Scan to E-mail and Scan to File.

Document Size

You can choose the document size from the pull-down list. If you choose a “1 to 2” document size, such as **1 to 2 (A4)**, the scanned image will be divided into two A5 size documents.

Opening the scanned image in an application

The **Image** button lets you scan an image directly into your graphics application for image editing.

1. Select the **Scan** tab.
2. If you want to change the scan settings, right-click the **Image** button and then change settings. If you want to preview and configure the scanned image, check **Pre Scan**. Click **OK**.
3. Click **Image**.
4. The image will appear in the application you have chosen.

Using the OCR feature

The **OCR** button lets you scan a document and convert it into text. This text can be edited using your favourite word processing software.

1. Select the **Scan** tab.
2. If you want to change the scan settings, right-click the **OCR** button and then change settings. If you want to preview and configure the scanned image, check **Pre Scan**. Click **OK**.
3. Click **OCR**.
4. Your default word processing application will open and display the converted text data.

Attaching the scanned data to E-mail

The **E-mail** button lets you scan a document to your default E-mail application, so you can send the scanned job as an attachment.

1. Select the **Scan** tab.
2. If you want to change the scan settings, right-click the **E-mail** button and then change settings. If you want to preview and configure the scanned image, check **Pre Scan**. Click **OK**.
3. Click **E-mail**.
4. Your default E-mail application will open and the image will be attached to a new, blank email.

Saving the scanned image

The **File** button lets you scan an image to a folder on your hard disk in one of the file types shown in the file attachment list.

1. Select the **Scan** tab.
2. If you want to change the scan settings, right-click the **File** button and then change settings. If you want to preview and configure the scanned image, check **Pre Scan**. Click **OK**.
3. Click **File**.
4. The image will be saved in the folder you have chosen.

PC-Copy tab

Printing the scanned image

You can scan a page on the machine and print copies using any of the features of ControlCenter4 supported by your Brother machine's printer driver.

1. Select the **PC-Copy** tab.
2. If you want to change the scan settings, right-click the button you want to change and then change the settings. If you want to preview and configure the scanned image, check **Pre Scan**. Click **OK**.
3. Click **Colour Copy**, **Monochrome Copy**, **2 in 1 Copy** or **4 in 1 Copy**.
   You can customize each button with your original settings.
4. The scanned image will be printed.

PC-FAX tab (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)

This section briefly introduces the **PC-FAX** tab function. For more details of each function, click **Help**.

Note

The PC-FAX software can only send Black & White fax documents in A4 size.

Sending an image file from your computer

The **Send Image File** button lets you send an image file as a fax from your computer using the Brother PC-FAX software.

1. Select the **PC-FAX** tab.
2. Click **Send Image File**.
3. Click on the folder tree to browse for the folder where the image you want to send is located. Then select the file you want to send.
4. Click the **Send** button.
5. The PC-FAX sending dialog will appear. Enter a fax number and then click **Start**.

Sending a scanned image

The **Send Scanned Image** button lets you scan a page or document and automatically send the image as a fax from your computer using the Brother PC-FAX software.

1. Select the **PC-FAX** tab.
2. If you want to change the scan settings, right-click **Send Scanned Image** and then change settings. If you want to preview and configure the scanned image, check **Pre Scan**. Click **OK**.
3. Click **Send Scanned Image**.
4. The PC-FAX sending dialog will appear. Enter a fax number and then click **Start**.

Viewing and printing received PC-FAX data

The **Received PC-FAX** button lets you view and print received fax data using the Brother PC-FAX software. Before you use the PC-FAX Receive function, **you must select the PC-FAX Receive option from the control panel menu of the Brother machine**. (See *Enabling PC-FAX Receiving software on your machine* on page 114.)

1. Select the **PC-FAX** tab.
2. Click **Received PC-FAX**.
3. The PC-FAX receiving function activates and starts to receive fax data from your machine. The received data will appear. To view the data, click **View**.
4. If you want to print the received data, select the data and then click **Print**.
5. Configure the print settings and then click **Start Printing**.

Device Settings tab

This section briefly introduces the **Device Settings** tab function. For more details of each function, click **Help**.

Configuring Remote Setup (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)

The **Remote Setup** button lets you open the Remote Setup Program window to configure most machine and network setting menus.

1. Select the **Device Settings** tab.
2. Click **Remote Setup**.
3. The Remote Setup Program window will appear. For Remote Setup configuration, see *Remote Setup (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)* on page 98.

Accessing Quick Dial (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)

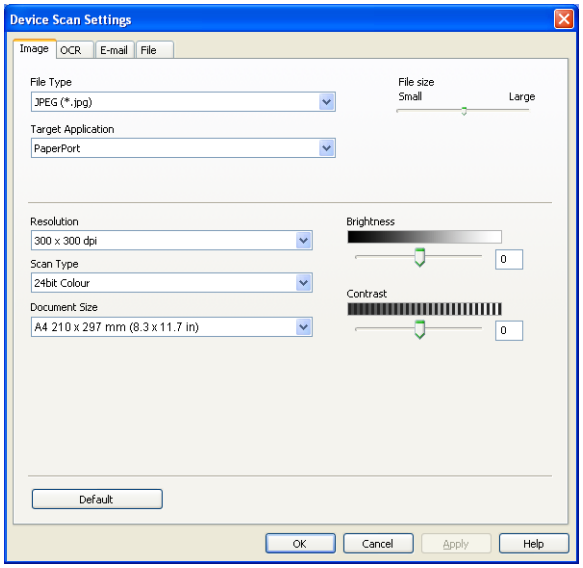
The **Quick-Dial** button lets you open the **Address Book** window in the Remote Setup Program. You can then easily register or change the Quick Dial numbers from your PC.

1. Select the **Device Settings** tab.
2. Click **Quick-Dial**.
3. The Address Book window will appear. For Address Book configuration, see *Remote Setup (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)* on page 98.

Configuring Scan button settings

The **Device Scan Settings** button lets you configure your machine's **SCAN** key settings.





1. Select the **Device Settings** tab.
2. Click **Device Scan Settings**.
3. The **Device Scan Settings** dialog will appear. You can change settings of each Scan button function.
4. Click **OK**.

Launching the BRAdmin utility

If you have installed BRAdmin Light or BRAdmin Professional 3, the **BRAdmin** button lets you open the BRAdmin Light or BRAdmin Professional 3 utility.

The BRAdmin Light utility is designed for initial setup of the Brother network connected devices. It can also search for Brother products in a TCP/IP environment, view the status and configure basic network settings, such as the IP address. To install BRAdmin Light from the installation CD-ROM, see *Network User's Guide*. If you require more advanced machine management, use the latest version of BRAdmin Professional 3 utility that is available as a download from http://solutions.brother.com/.

1. Select the **Device Settings** tab.
2. Click **BRAdmin**. The BRAdmin Light or BRAdmin Professional 3 utility dialog appears.

Note

If you have installed both BRAdmin Light and BRAdmin Professional, ControlCenter 4 will launch BRAdmin Professional 3.

Support tab

This section briefly introduces the **Support** tab function. For more details of each function, click the **Help** button in ControlCenter4.

Opening ControlCenter Help

The **ControlCenter Help** lets you open the **Help** file for detailed information about ControlCenter.

1. Select the **Support** tab.
2. Click **ControlCenter Help**.
3. The **ControlCenter Help** top page will appear.

Using Brother Solutions Center

The **Brother Solutions Center** button lets you open the Brother Solutions Center website offering information about your Brother product including FAQs (Frequently Asked Questions), User's Guides, driver updates and tips for using your machine.

1. Select the **Support** tab.
2. Click **Brother Solutions Center**.
3. The Brother Solutions Center website will be shown in your web browser.

Accessing the Brother CreativeCenter

The **Brother CreativeCenter** button lets you access our website for free and easy online solutions for business and home users.

1. Select the **Support** tab.
2. Click **Brother CreativeCenter**. ControlCenter 4 will launch your web browser and then open the Brother CreativeCenter website.

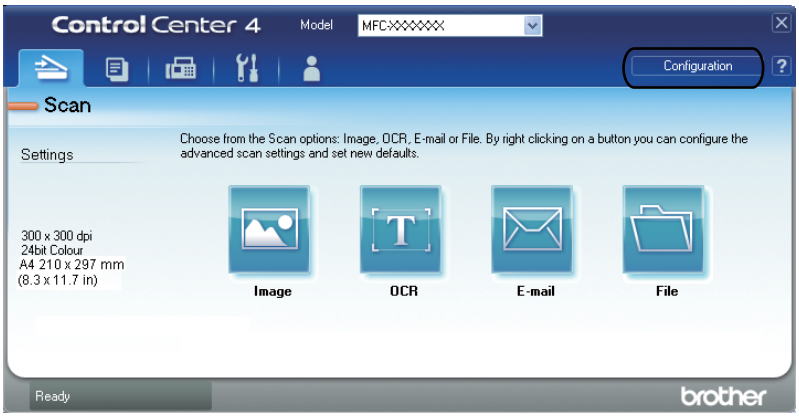
Custom tab

This section briefly introduces adding a **Custom** tab. For more details, click **Help** .

Creating a Custom tab

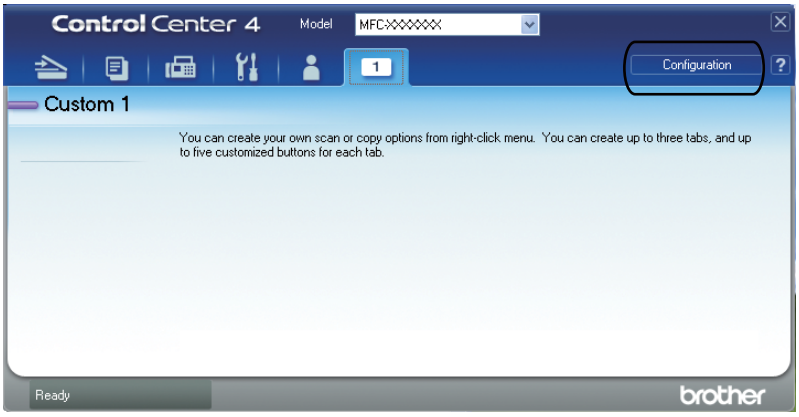
You can create up to three customized tabs including up to five customized buttons with your original settings.

1. Click **Configuration** and then select **Create custom tab**.

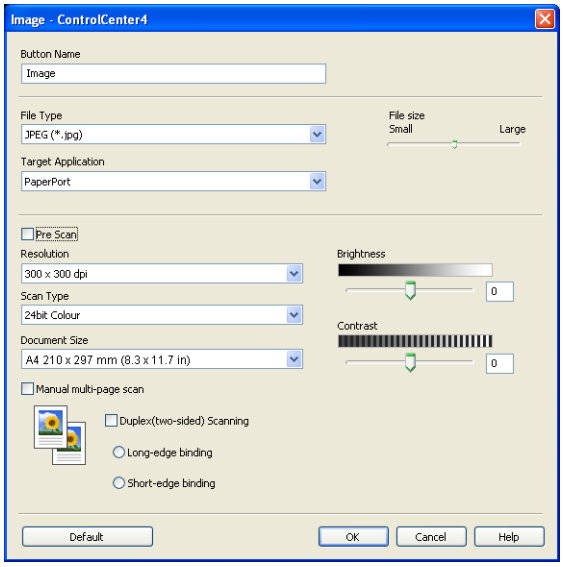


Creating a Custom button

1. Click **Configuration** and then select **Create custom button**.
   Select a button you want to create from the menu. The settings dialog will appear.



2. Enter the button name and change the settings if necessary. Click **OK**. (The setting options vary depending on the created button.)



Note

You can change or remove the created tab, button or settings. Click **Configuration** and follow the menu.

5 Remote Setup (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)

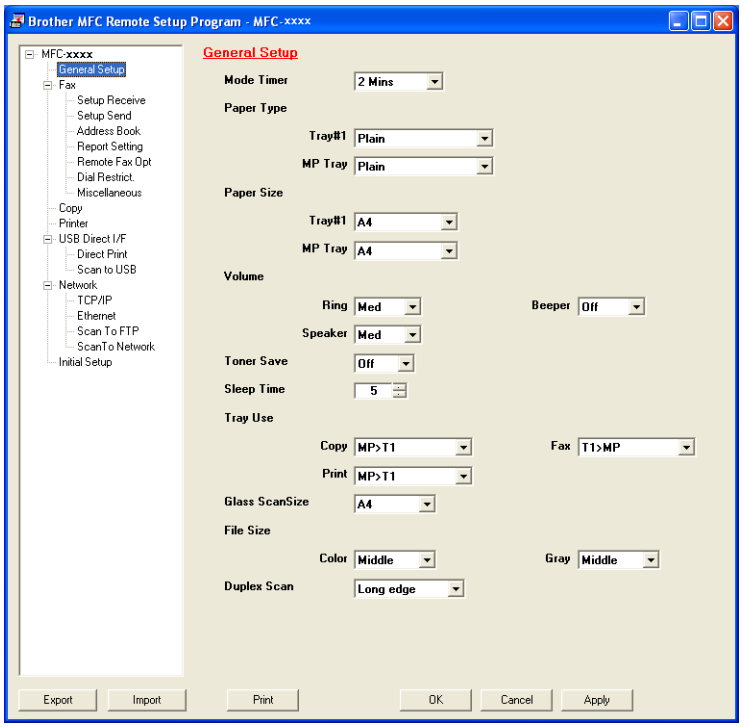
Remote Setup

The Remote Setup program lets you configure many machine settings from a Windows® application. When you start this application, the settings on your machine will be downloaded automatically to your PC and displayed on your PC screen. If you change the settings, you can upload them directly to the machine.

Click the **start** button, **All Programs**, **Brother**, **MFC-XXXX** (or **MFC-XXXX LAN**) and **Remote Setup**.

Note

- If your machine is connected via a Network, you have to enter your password.
- The default password is “access”. You can use BRAdmin Light or Web Based Management to change this password. (See the *Network User's Guide* for details.)



■ OK

Lets you start uploading data to the machine and exit the Remote Setup application. If an error message is displayed, enter the correct data again and then click **OK**.

■ Cancel

Lets you exit the Remote Setup application without uploading data to the machine.

■ Apply

Lets you upload data to the machine without exiting the Remote Setup application.

■ **Print**

Lets you print the chosen items on the machine. You cannot print the data until it is uploaded to the machine. Click **Apply** to upload the new data to the machine and then click **Print**.

■ **Export**

Lets you save the current configuration settings to a file.

■ **Import**

Lets you read the settings from a file.

Note

- You can use the **Export** button to save Quick Dial or all your settings for your machine.
- If your PC is protected by a firewall, and is unable to use **Remote Setup**, you may need to configure the firewall settings to allow communication through port number 137. (See *Firewall settings (For Network users)* on page 118.)
- If you are using Windows® Firewall and you installed MFL-Pro Suite from the CD-ROM, the necessary Firewall settings have already been made.
- If the Secure Function Lock is set to on, you cannot use **Remote Setup**.

6 Brother PC-FAX Software (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)

PC-FAX sending

The Brother PC-FAX feature lets you to use your PC to send a document from an application as a standard fax. You can send a file created in any application on your PC as a PC-FAX. You can even attach a cover page. All you have to do is set up the receiving parties as members or groups in your PC-FAX Address Book or simply enter the destination address or fax number into the user interface. You can use the Address Book Search feature to quickly find members to send to.

For the latest information and updates on the Brother PC-FAX feature, visit http://solutions.brother.com/.

Note

The PC-FAX software can only send Black & White fax documents in A4 size.

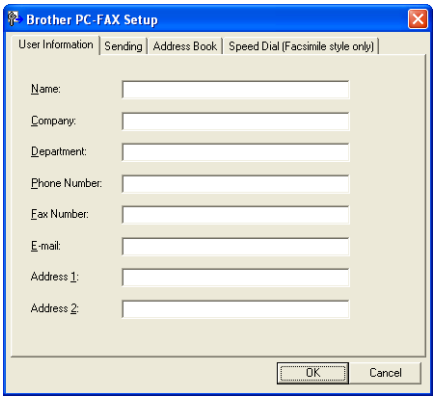
Setting up user information

Note

You can access **User Information** from the FAX Sending dialog box by clicking the  icon.

(See *Sending a file as a PC-FAX using the Facsimile style user interface* on page 103.)

1. Click the **start** button, **All Programs**, **Brother**, **MFC-XXXX** (or **MFC-XXXX LAN**), **PC-FAX Sending**, then **PC-FAX Setup**.
   The **Brother PC-FAX Setup** dialog box appears:



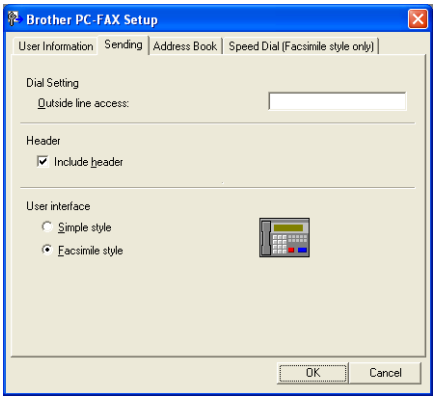
2. Enter this information to create the fax header and cover page.
3. Click **OK** to save the **User Information**.

Note

You can set up the **User Information** separately for each Windows® account.

Sending setup

From the **Brother PC-FAX Setup** dialog box, click the **Sending** tab to display the screen below.



■ **Outside line access**

Enter a number here to access an outside line. This is sometimes required by local PBX telephone systems (for example, dialling 9 to get an outside line in your office). For PC-Fax send, this number will be applied and Dial Prefix set in the function menu will be ignored.

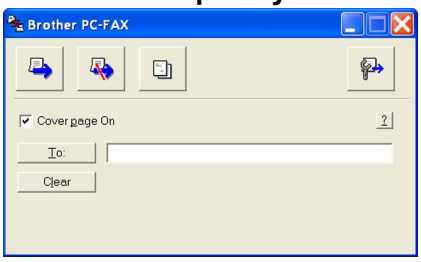
■ **Include header**

To add the header information you entered in the **User Information** tab to the top of your sent faxes, check the **Include header** box. (See *Setting up user information* on page 100.)

■ **User interface**

Choose the user interface from two choices: Simple style or Facsimile style.

Simple style



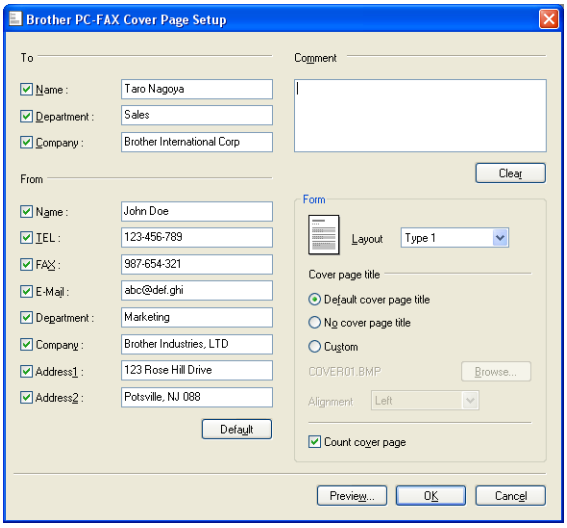
Facsimile style



Setting up a cover page

From the PC-FAX dialog box, click the  icon to access the **Brother PC-FAX Cover Page Setup** screen.

The **Brother PC-FAX Cover Page Setup** dialog box appears:



Entering cover page information

Note

If you are sending a fax to more than one recipient, the recipient information will not be printed on the cover page.

- **To**

  Choose the recipient information you want to add to the cover page.

- **From**

  Choose the sender information you want to add to the cover page.

- **Comment**

  Enter the comment you want to add to the cover page.

- **Form**

  Choose the cover page format you want to use.

- **Cover page title**

  If you choose **Custom**, you can put a bitmap file, such as your company logo, on the cover page.

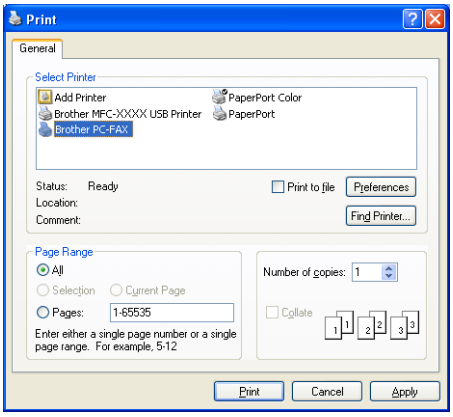
  Use the **Browse** button to choose the BMP file, and then choose the alignment style.

- **Count cover page**

  Check **Count cover page** to include the cover page in the page numbering.

Sending a file as a PC-FAX using the Facsimile style user interface

1. Create a file in any application on your PC.
2. Click **File**, then **Print**.
   The **Print** dialog box appears:



3 Choose **Brother PC-FAX** as your printer, and then click **Print**.
The Facsimile style user interface appears:



Note

If the Simple style user interface appears, change the user interface selection setting. (See *Sending setup* on page 101.)

4 Enter a fax number using any of the following methods:

- Use the dial pad to enter the number.
- Click any of the 10 **Speed Dial** buttons.
- Click the **Address Book** button, and then choose a member or group from the Address Book.

If you make a mistake, click **Clear** to delete all the entries.

5 To include a cover page, click **Cover Page On**.

Note

You can also click the cover page icon to create or edit a cover page.

6 Click **Start** to send the fax.

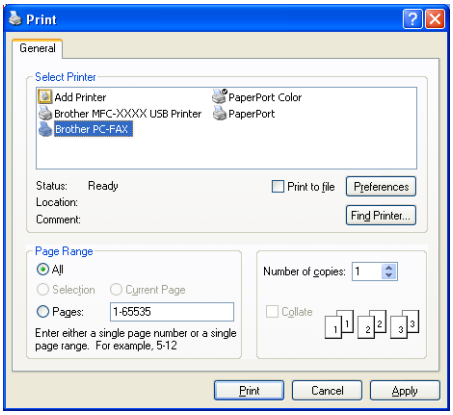
Note

- If you want to cancel the fax, click **Stop**.
- If you want to redial a number, click **Redial** to scroll through the last five fax numbers, choose a number, and then click **Start**.

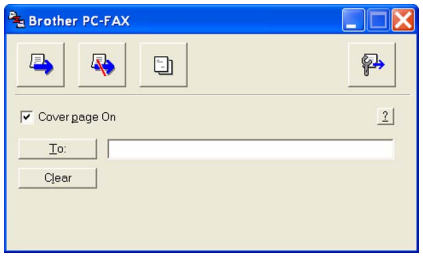
Sending a file as a PC-FAX using the Simple style user interface

1. Create a file in any application on your PC.

2. Click **File**, then **Print**.
   The **Print** dialog box appears:



3. Choose **Brother PC-FAX** as your printer, and then click **Print**.
   The Simple style user interface appears:



Note

If the Facsimile style user interface appears, change the user interface selection setting. (See *Sending setup* on page 101.)

4. Enter the fax number using any of the following methods:
   - Enter the fax number in the **To:** field.
   - Click the **To:** button, and then choose destination fax numbers from the Address Book.

   If you make a mistake, click **Clear** to delete all the entries.

5. To send a cover page and note, check **Cover page On**.

Note

You can also click the  icon to create or edit a cover page.

6 Click the send  icon.

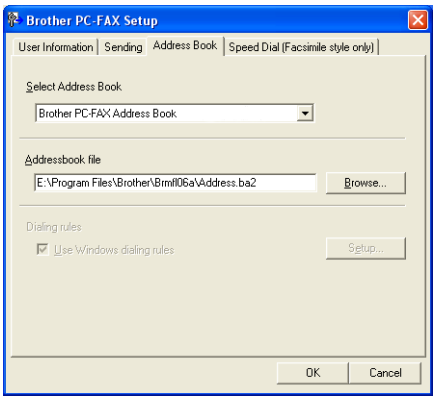
Note

If you want to cancel the fax, click the cancel  icon.

Address Book

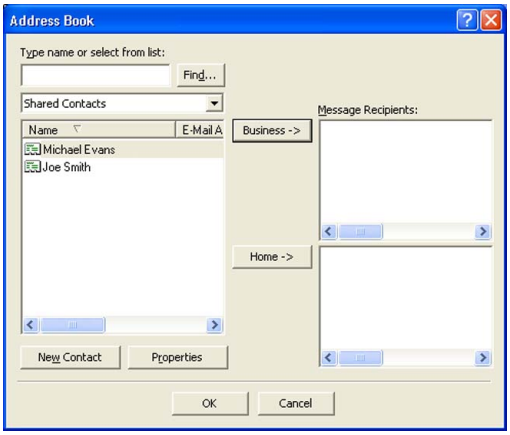
If Outlook or Outlook Express is installed on your PC, you can choose in the **Select Address Book** pull-down which address book to use for PC-FAX sending. There are four types: Brother Address Book, Outlook, Outlook Express Windows Mail Address or Windows Contacts.

Click the **Browse** button to choose the database file.



You can use the address book you have chosen in the **Select Address Book** pull-down list by clicking the **Address Book** button in the FAX Sending dialog box.

Outlook Express Address Book

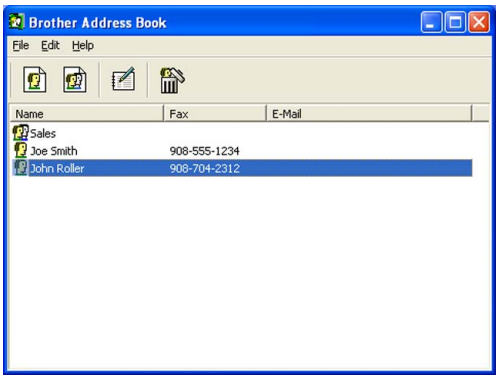


Note

To use your Outlook Address Book, you must select Microsoft® Outlook 2000, 2002, 2003 or 2007 as your default E-mail application.

Brother Address Book

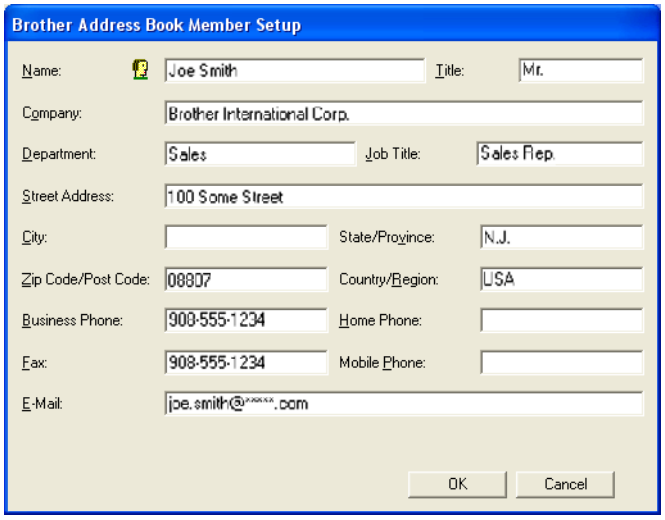
1. Click the **start** button, **All Programs**, **Brother**, **MFC-XXXX** or **MFC-XXXX LAN** (where XXXX is your model name), **PC-FAX Sending**, then **PC-FAX Address Book**.
   The **Brother Address Book** dialog box appears:



Setting up a member in the Address Book

In the **Brother Address Book** dialog box you can add, edit and delete members and groups.

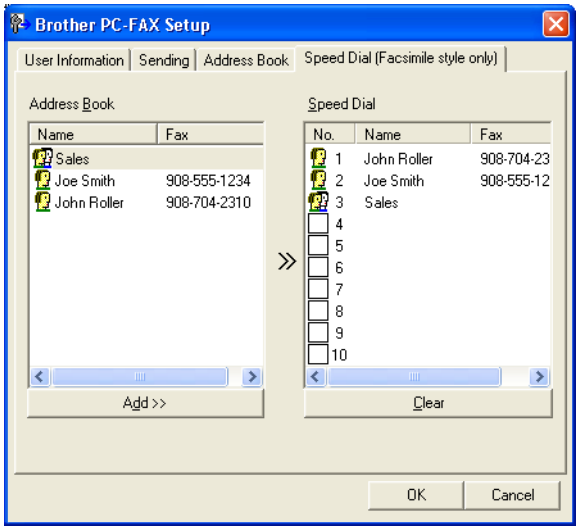
1. In the Address Book dialog box, click the  icon to add a member.
   The **Brother Address Book Member Setup** dialog box appears:



2. In the Member Setup dialog box, enter the member's information. **Name** is a required field. Click **OK** to save the information.

Speed Dial setup

From the **Brother PC-FAX Setup** dialog box, click the **Speed Dial (Facsimile style only)** tab. (To use this feature, you must choose the **Facsimile style** user interface.)



You can register a member or group on each of the ten **Speed Dial** buttons.

Registering an address in a Speed Dial button

1. Click the **Speed Dial** button you want to program.
2. Click the member or group you want to store on the **Speed Dial** button.
3. Click **Add >>**.

Clearing a Speed Dial button

1. Click the **Speed Dial** button you want to clear.
2. Click **Clear**.

Note

You can select a speed dial from the PC-FAX interface to make sending a document easier & faster.



Setting up a group for broadcasting

You can create a group to send the same PC-FAX to several recipients at one time.

1. In the **Brother Address Book** dialog box, click the  icon to create a Group.
   The **Brother Address Book Group Setup** dialog box appears:



2. Enter the name of the new group in the **Group Name** field.
3. In the **Available Names** box, choose each member to be included in the group, and then click **Add >>**. Members added to the group appear in the **Group Name** box.
4. After all the members you want have been added, click **OK**.

Note

You can have up to 50 members in a group.

Editing member information

1. Choose the member or group you want to edit.
2. Click the edit  icon.
3. Change the member or group information.
4. Click **OK**.

Deleting a member or group

1. Choose the member or group you want to delete.
2. Click the delete  icon.
3. When the confirmation dialog box appears, click **OK**.

Exporting the Address Book

You can export the whole Address Book to an ASCII text file (*.csv). You can also create a vCard for an address book member that can be attached to an outgoing E-mail (a vCard is an electronic business card that contains the sender's contact information). You can also export the Address Book as Remote Setup Dial Data that can be used by the Remote Setup application of your machine. (See *Remote Setup* on page 98.) If you are creating a vCard, you must first click on the address book member you want to create the vCard for.

Exporting Address Book entries

Note

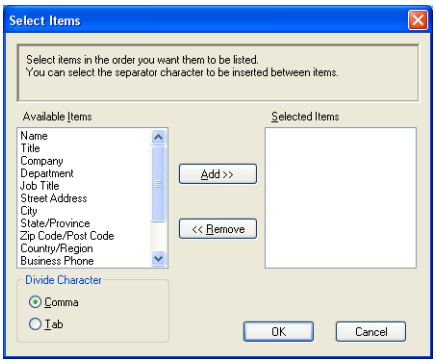
- If you are creating a vCard, you must first choose the member.
- If you choose vCard in step ❶, **Save as type:** will be **vCard (*.vcf)**.

1. Do one of the following:
   - From the Address Book, click **File**, **Export**, then **Text**.
   - From the Address Book, click **File**, **Export**, then **vCard** and go to step ❺.
   - From the Address Book, click **File**, **Export**, then **Remote Setup Dial Data** and go to step ❺.
2. From the **Available Items** column, choose the data fields you want to export and then click **Add >>**.

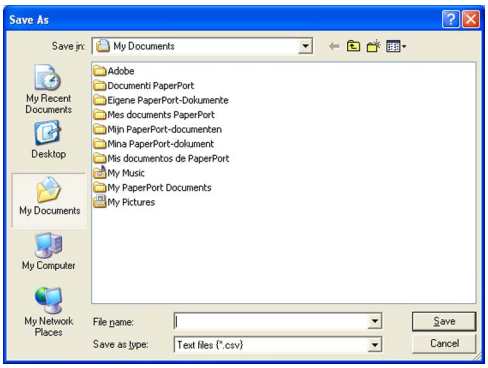
Note

Choose the items in the order you want them listed.

3. If you are exporting to an ASCII file, choose **Tab** or **Comma** from **Divide Character**. This chooses **Tab** or **Comma** to separate the data fields.
4. Click **OK** to save the data.



5 Enter the name of the file, and then click **Save**.



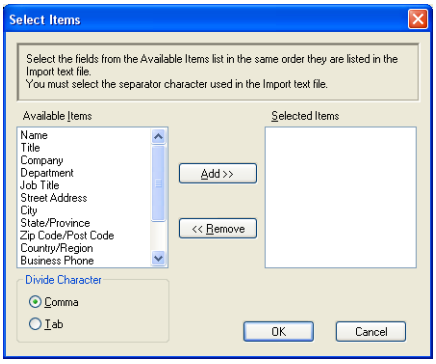
Importing to the Address Book

You can import ASCII text files (*.csv), vCards (electronic business cards) or **Remote Setup Dial Data** into your Address Book.

Importing an ASCII text file

1 Do one of the following:

- From the Address Book, click **File**, **Import**, then **Text**.
- From the Address Book, click **File**, **Import**, then **vCard** and go to step ❺.
- From the Address Book, click **File**, **Import**, then **Remote Setup Dial Data** and go to step ❺.



2 From the **Available Items** column, choose the data fields you want to import, and click **Add >>**.

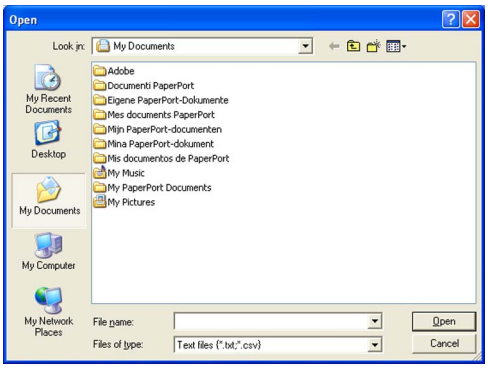
Note

From the Available Items list choose the fields in the same order they are listed in the import text file.

3 Choose **Tab** or **Comma** based on the file format you are importing from **Divide Character**.

4 Click **OK** to import the data.

5 Enter the name of the file, and then click **Open**.



Note

If you chose **Text** file in step ❶, **Files of type**: will be **Text files (*.txt; *.csv)**.

PC-FAX receiving

The Brother PC-FAX Receive Software lets you view and store faxes on your PC. It is automatically installed when you install the MFL-Pro Suite and works on locally or network connected machines.

When enabled, your machine will receive faxes in its memory. Once it has received the fax, it will automatically be sent to your PC.

If you turn your PC off, your machine will continue to receive and store your faxes in its memory. The machine LCD will display the number of stored faxes received, for example:

```
PC Fax Msg:001
```





When you switch your PC on, the PC-FAX Receive Software automatically transfers your faxes to your PC.

To enable the PC-FAX Receive Software, do the following:

- Before you use the PC-FAX Receive function, you must choose PC-FAX Receive from the menu on the machine.
- Run the Brother PC-FAX Receive software on your PC. (We recommend you select the Add to Startup folder check box, so that the software automatically runs and can transfer any faxes on PC startup.)

Note

- The PC-FAX software can only receive Black & White fax documents.
- If your PC is protected by a firewall and is unable to use PC-FAX receive, you may need to configure the firewall settings to allow communication through port number 54926 and 137. (See *Before using the Brother software* on page 118.)

  Depending on the operating system you are using, you may get a Security Alert message when you start the PC-FAX receiving feature. To enable PC-FAX receiving, you must unblock the program.



Enabling PC-FAX Receiving software on your machine

You can optionally enable the Backup Print option. When enabled, the machine will print a copy of the fax before the fax is sent to the PC or the PC is switched off.

1. Press **Menu**, **2**, **5**, **1**.
2. Press ▲ or ▼ to choose `PC Fax Receive`.
   Press **OK**.
3. Press ▲ or ▼ to choose `<USB>` or your PC name if connected on a network.
   Press **OK**.
4. Press ▲ or ▼ to choose `Backup Print:On` or `Backup Print:Off`.
   Press **OK**.
5. Press **Stop/Exit**.

For Touchscreen models

1. Press `MENU`.
2. Press ▲ or ▼ to display `Fax`.
   Press `Fax`.
3. Press ▲ or ▼ to display `Setup Receive`.
   Press `Setup Receive`.
4. Press ▲ or ▼ to display `Forward/Store`.
   Press `Forward/Store`.
5. Press `PC Fax Receive`.
6. Confirm the message.
   Press `OK`.
7. Press ▲ or ▼ to choose `<USB>` or your computer name if the machine is connected to a network.
   Press `OK`.
8. Press `Backup Print:On` or `Backup Print:Off`.
9. Press **Stop/Exit**.

Note

If you choose `Backup Print:On`, the machine will print the fax, so you will have a copy if there is a power failure before it is sent to the PC. The fax messages are automatically erased from your machine's memory when they have been successfully printed and sent to your PC. When Backup Print is off, your fax messages are automatically erased from your machine's memory when they have been successfully sent to your PC.

Running the PC-FAX Receiving software on your PC

Click the **start** button, **All Programs**, **Brother**, **MFC-XXXX/MFC-XXXX LAN**, **PC-FAX Receiving** and **Receive**.

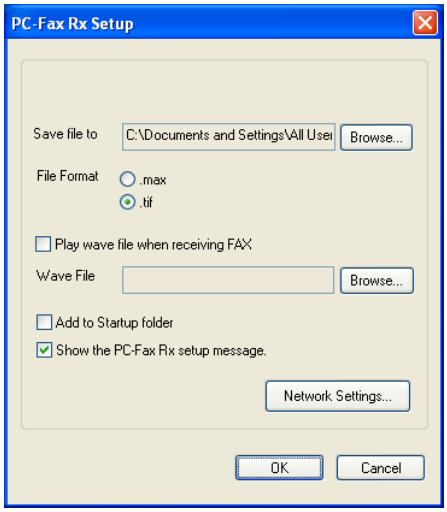
The PC-FAX icon appears in your PC tasktray.



Setting up your PC

1. Right-click the PC-FAX 

icon on your PC tasktray, and then click **PC-Fax Rx Setup**. The **PC-Fax Rx Setup** dialog box appears:



2. In **Save file to**, click the **Browse** button if you want to change the path where PC-FAX files are saved.
3. In **File Format**, choose **.tif** or **.max** as the received document format. The default format is **.tif**.
4. To play wave files (.wav sound files) when receiving a fax, check **Play wave file when receiving FAX**, and enter the path of the wave file.
5. To automatically start the PC-FAX receiving software when you start Windows®, check **Add to Startup folder**.
6. If you want to use the PC-FAX Receiving software, see *Configuring the Network PC-FAX Receiving Settings* on page 116.

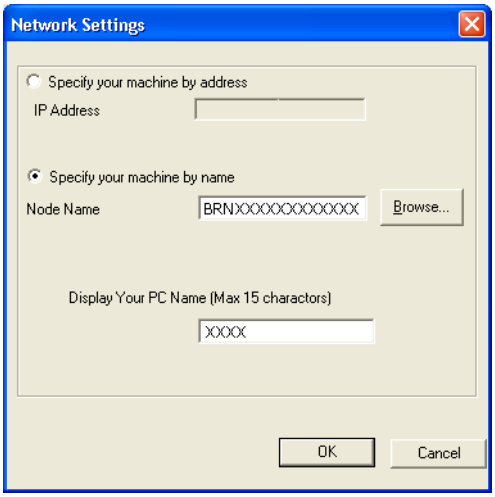
Configuring the Network PC-FAX Receiving Settings

The settings to send received faxes to your computer were automatically configured during the installation of MFL-Pro Suite (see the *Quick Setup Guide*).

If you are using a different machine than the one that was registered to your PC during the installation of the MFL-Pro Suite software, follow the steps below.

1. In the **PC-Fax Rx Setup** dialogue box, click the **Network Settings** button. The **Network Settings** dialog box appears.

2. You must specify the IP address or Node name of your machine.

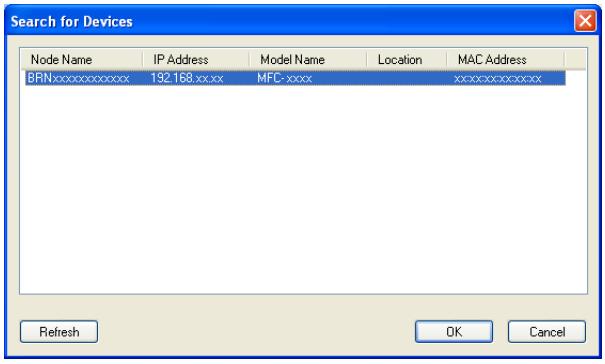


Specify your machine by address

Enter the IP address of the machine in **IP Address**.

Specify your machine by name

Enter the machine node name in **Node Name**, or click the **Browse** button and choose the correct Brother machine you want to use from the list.



Specify your PC name

You can specify the PC name that will appear on the display of the machine. To change the name, enter the new name in **Display Your PC Name (Max 15 charactors)**.

Viewing new PC-FAX messages

Each time your PC is receiving a PC-FAX, the icon will alternate between  and  . Once the fax has been received, the icon will change to  . The  icon will change to  once the received fax has been viewed.

1. Double-click  to run PaperPort™.
2. Open the Fax Received folder.
3. Double-click any new faxes to open and view them.

Note

The subject of your unread PC message will be based on the date and time that the messages were received until you assign a file name. For example ‘Fax 2-20-2010 16:40:21.tif’.

7 Firewall settings (For Network users)

Before using the Brother software

Firewall settings on your PC may reject the necessary network connection for network printing, network scanning and PC Fax. If you are using the Windows® Firewall and you installed MFL-Pro Suite from the CD-ROM, the necessary Firewall settings have already been made. If you did not install from the CD-ROM follow the instructions below to configure your Windows® Firewall. If you are using any other personal Firewall software, see the User's Guide for your software or contact the software manufacturer.

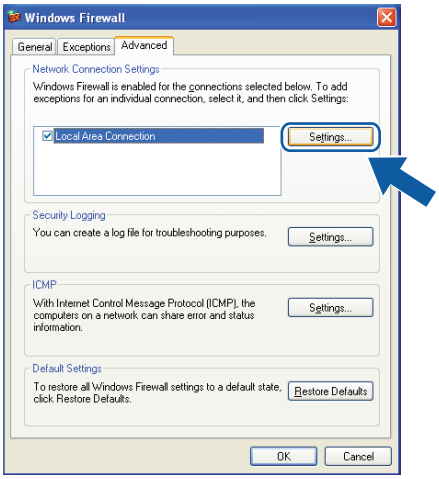
UDP Port number information for Firewall configuration

UDP Port	Network Scanning	Network PC-Fax	Network Scanning and Network PC-Fax [1]
External Port number	54925	54926	137
Internal Port number	54925	54926	137

[1] Add Port number 137 if you still have trouble with your network connection after you added port 54925 and 54926. Port number 137 also supports printing and Remote Setup over the network.

Windows® XP SP2 or greater

1. Click the **start** button, **Control Panel**, **Network and Internet Connections** and then **Windows Firewall**.
   Make sure that **Windows Firewall** on the **General** tab is set to **on (recommended)**.
2. Click the **Advanced** tab and **Settings...** button of Network Connection Settings.



3. Click the **Add** button.
4. Add port **54925** for network scanning by entering the information below:
   1 In **Description of service**: Enter any description, for example "Brother Scanner".

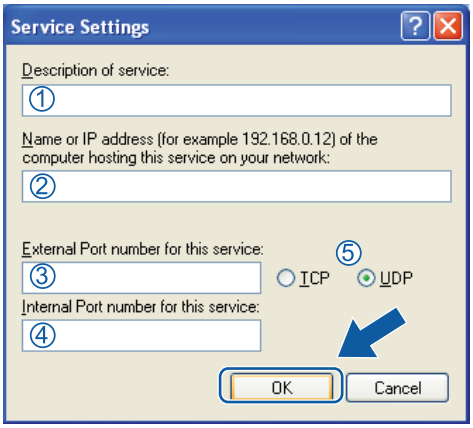
2 In **Name or IP address (for example 192.168.0.12) of the computer hosting this service on your network**: Enter “Localhost”.

3 In **External Port number for this service**: Enter “**54925**”.

4 In **Internal Port number for this service**: Enter “**54925**”.

5 Make sure **UDP** is selected.

6 Click **OK**.



5 Click the **Add** button.

6 Add port **54926** for Network PC-Fax by entering the information below:

1 In **Description of service**: Enter any description, for example “Brother PC-Fax”.

2 In **Name or IP address (for example 192.168.0.12) of the computer hosting this service on your network**: Enter “Localhost”.

3 In **External Port number for this service**: Enter “**54926**”.

4 In **Internal Port number for this service**: Enter “**54926**”.

5 Make sure **UDP** is selected.

6 Click **OK**.

7 If you still have trouble with your network connection, click the **Add** button.

8 Add port **137** for network scanning, network printing and Network PC-Fax receiving by entering the information below:

1 In **Description of service**: Enter any description, for example “Brother Network Print”.

2 In **Name or IP address (for example 192.168.0.12) of the computer hosting this service on your network**: Enter “Localhost”.

3 In **External Port number for this service**: Enter “**137**”.

4 In **Internal Port number for this service**: Enter “**137**”.

5 Make sure **UDP** is selected.

6 Click **OK**.

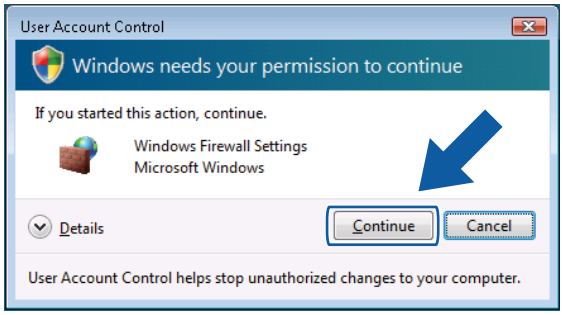
9 Make sure that the new setting is added and is checked, and then click **OK**.

Windows Vista® users

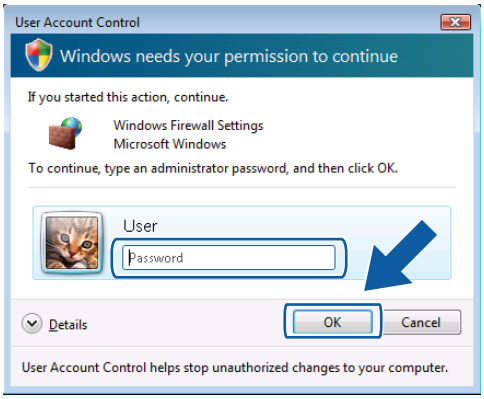
1. Click the  button, **Control Panel**, **Network and Internet**, **Windows Firewall** and click **Change settings**.

2. When the **User Account Control** screen appears, do the following.

   ■ For users who have administrator rights: Click **Continue**.

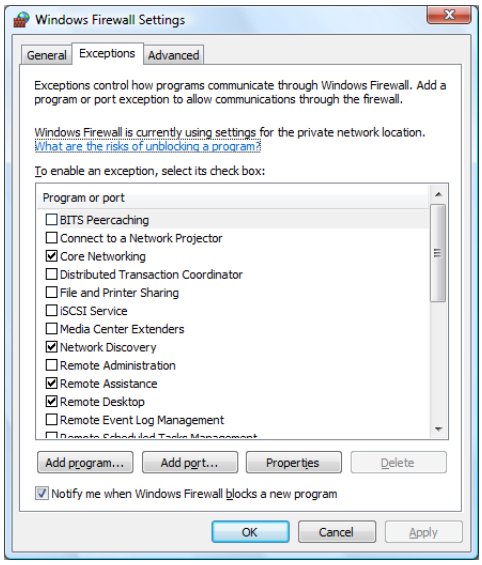


   ■ For users who do not have administrator rights: Enter the administrator password and click **OK**.



3. Make sure that **Windows Firewall Settings** on the **General** tab is set to On.

4 Click the **Exceptions** tab.



5 Click the **Add port...** button.

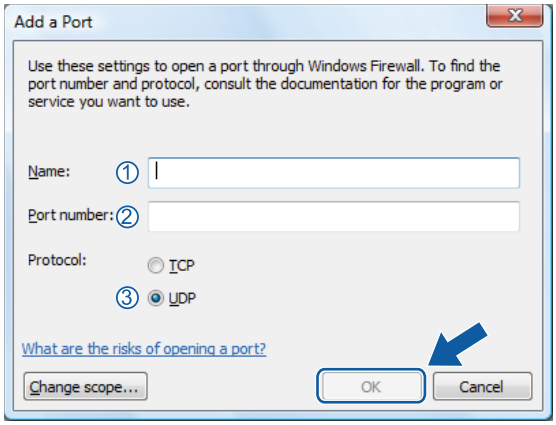
6 To add port **54925** for network scanning, enter the information below:

1 In **Name**: Enter any description, for example “Brother Scanner”.

2 In **Port number**: Enter “**54925**”.

3 Make sure **UDP** is selected.

Then, click **OK**.



7 Click the **Add port...** button.

8 To add port **54926** for Network PC-Fax, enter the information below:

1 In **Name**: Enter any description, for example “Brother PC-Fax”.

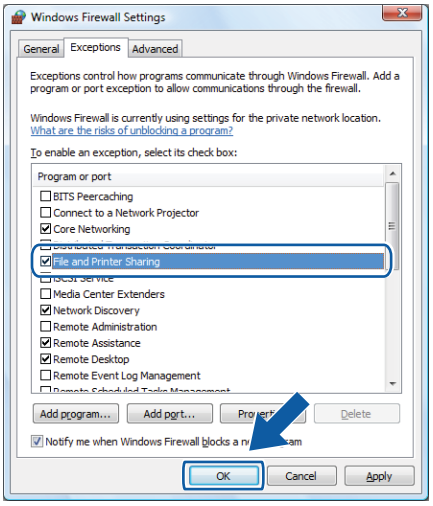
2 In **Port number**: Enter “**54926**”.

3 Make sure **UDP** is selected.

Then, click **OK**.

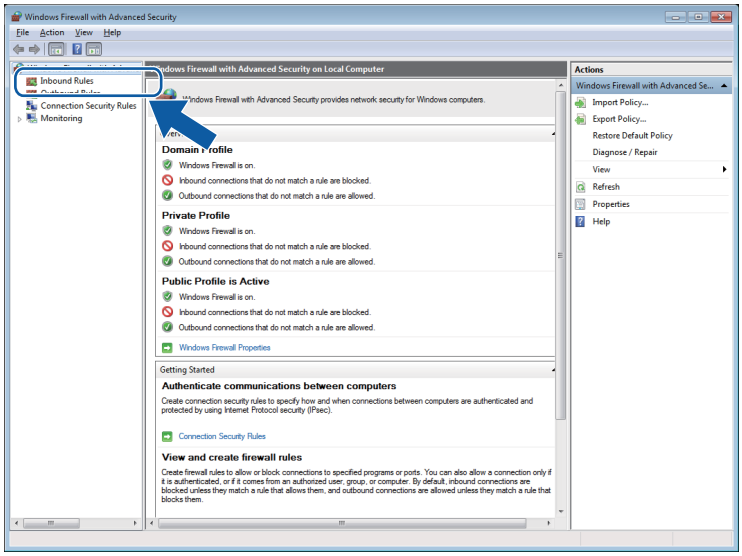
9 Make sure that the new setting is added and is checked, and then click **OK**.

10 If you still have trouble with your network connection such as Network Scanning or Printing, check **File and Printer Sharing** box in the **Exceptions** tab and then click **OK**.

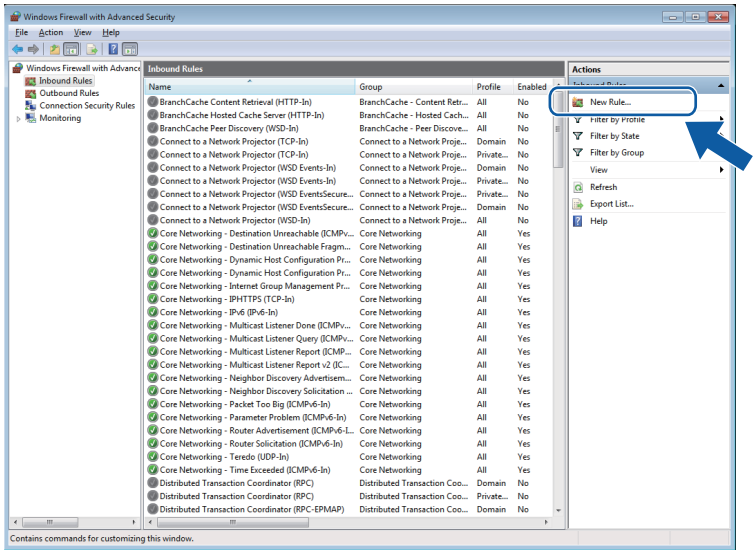


Windows® 7 users

1. Click the button, **Control Panel**, **System and Security** and then **Windows Firewall**.
   Make sure the **Windows Firewall state** is set to **On**.
2. Click **Advanced settings**. The **Windows Firewall with Advanced Security** window appears.
3. Click **Inbound Rules**.



4. Click **New Rule**.



5. Choose **Port** and click **Next**.

6 To add a port enter the information below:

- For network scanning

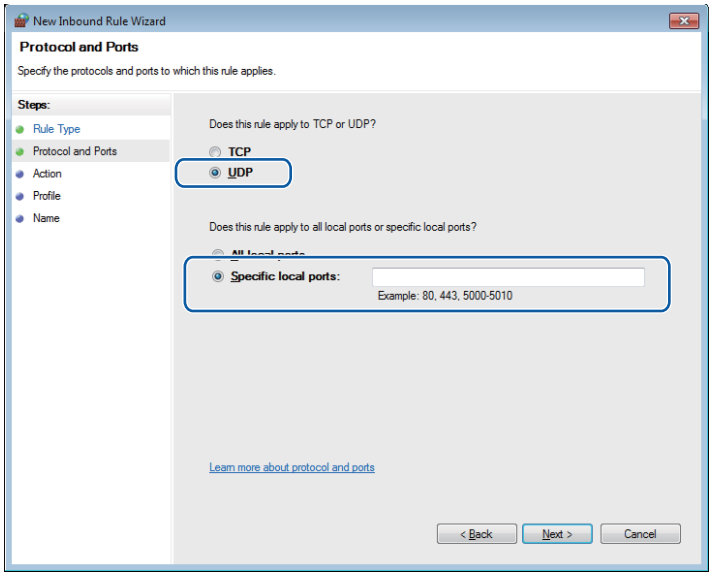
  Choose **UDP** and enter “**54925**” in the **Specific local ports:**.

  Click **Next**.

- For Network PC-Fax

  Choose **UDP** and enter “**54926**” in the **Specific local ports:**.

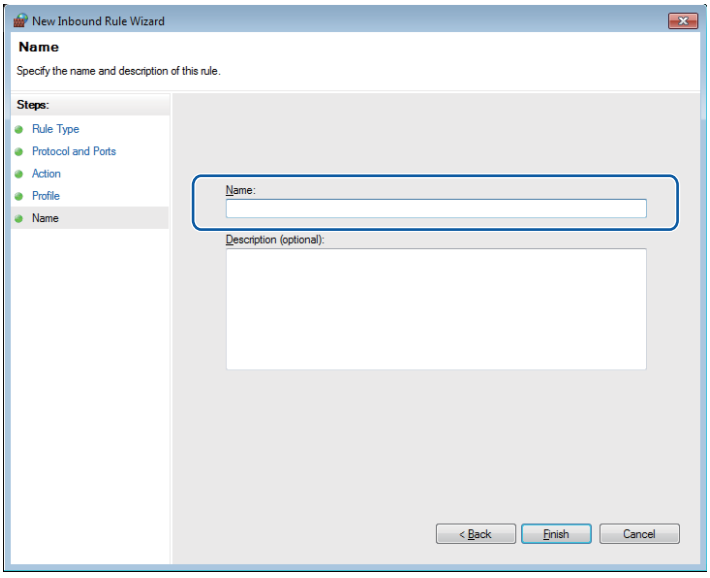
  Click **Next**.



7 Choose **Allow the connection** and click **Next**.

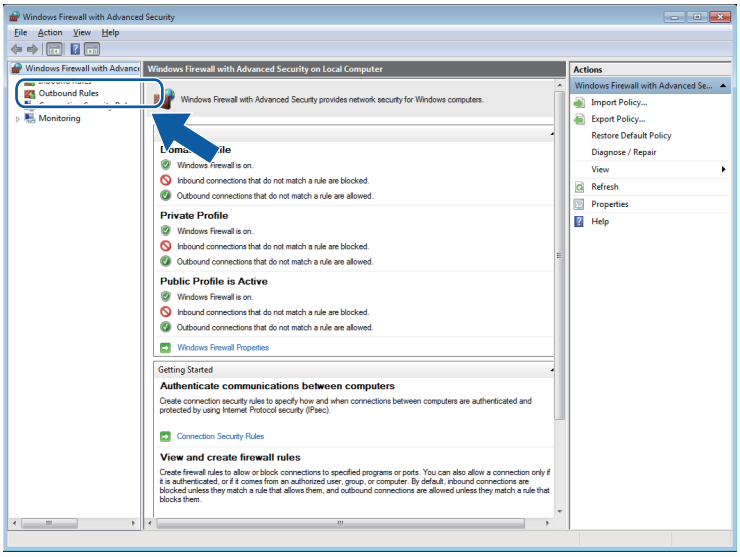
8 Check the applicable items and click **Next**.

9 Enter any description in **Name:** (for example “Brother Scanner” or “Brother PC-Fax”) and click **Finish**.

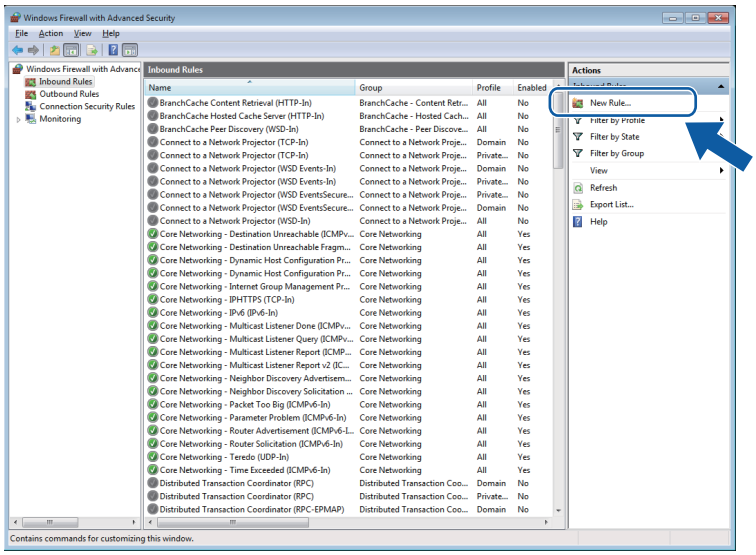


⑩ Make sure that the new setting is added and is checked.

⑪ Click **Outbound Rules**.



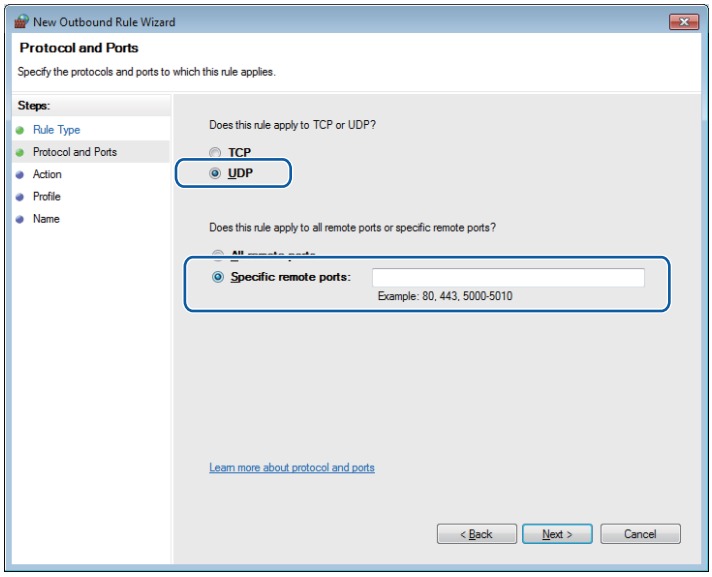
⑫ Click **New Rule**.



⑬ Choose **Port** and click **Next**.

14 To add port enter the information below:

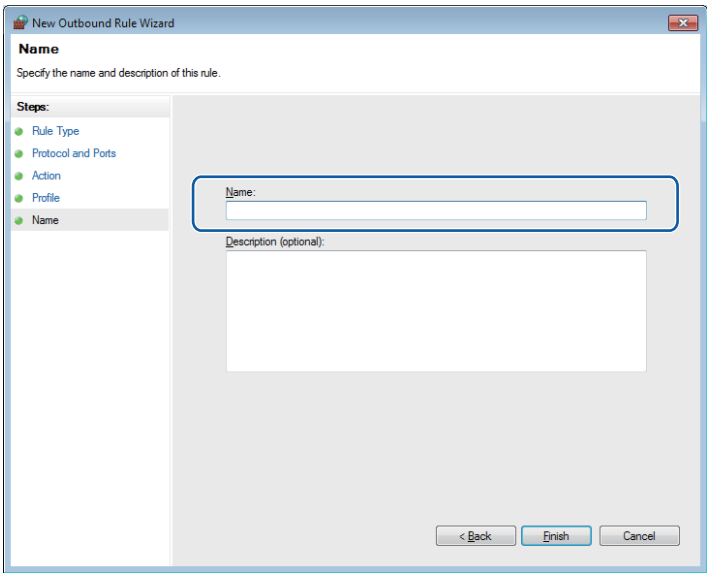
- For network scanning
  Choose **UDP** and enter “**54925**” in the **Specific remote ports:**.
  Click **Next**.
- For Network PC-Fax
  Choose **UDP** and enter “**54926**” in the **Specific remote ports:**.
  Click **Next**.



15 Choose **Allow the connection** and click **Next**.

16 Check the applicable items and click **Next**.

17 Enter any description in **Name:** (for example “Brother Scanner” or “Brother PC-Fax”) and click **Finish**.



18 Make sure that the new setting is added and is checked.

Section III

Apple Macintosh

Printing and Faxing	128
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8 Printing and Faxing

Features in the printer driver (Macintosh)

This machine supports Mac OS X 10.4.11 - 10.5.x - 10.6.x.

Note

The screens in this section are from Mac OS X 10.5. The screens on your Macintosh will vary depending on your operating system version.

Duplex printing

The supplied printer driver supports duplex printing.

Guidelines for printing on both sides of the paper

- If the paper is thin, it may wrinkle.
- If paper is curled, turn over the stack, straighten it and then put it back in the paper tray or the MP Tray.
- If the paper is not feeding properly, it may be curled. Remove the paper, straighten it and turn over the stack.
- When you use the manual duplex function, it is possible that there may be paper jams or poor print quality.

  If there is a paper jam, see *Error and maintenance messages* in the *Basic User's Guide*. If you have a print quality problem, see *Improving the print quality* in the *Basic User's Guide*.

Automatic duplex printing

- Use A4 size paper when you use the automatic duplex printing function.
- Make sure that the back cover is closed.
- If paper is curled, straighten it and then put it back in the paper tray.
- Use regular paper or thin paper. DO NOT use bond paper.

Manual duplex printing

The machine prints all the even-numbered pages on one side of the paper first. Before reinserting the paper, straighten it well, or you may get a paper jam. Very thin or thick paper is not recommended.

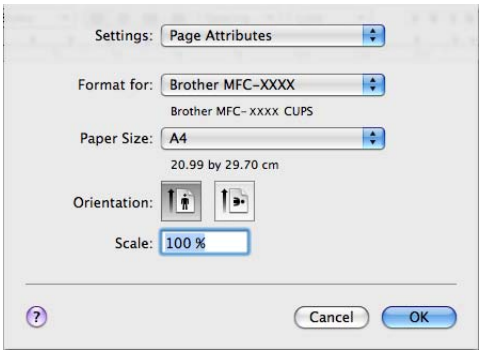
Simultaneous scanning, printing and faxing

Your machine can print from your computer while sending or receiving a fax in memory, or while scanning a document into the computer. Fax sending will not be stopped during the computer printing. However, when the machine is copying or receiving a fax on paper, it pauses the computer printing operation, and then continues printing when copying or fax receiving has finished.

Choosing page setup options

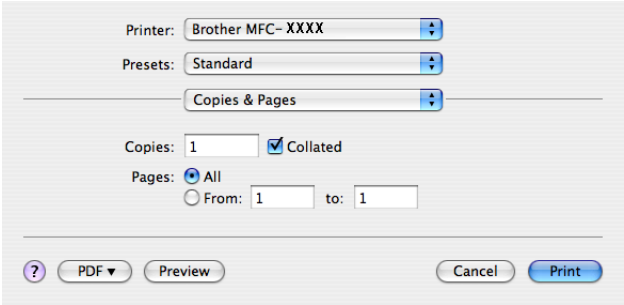
You can set the **Paper Size**, **Orientation** and **Scale**.

1. From an application such as Apple TextEdit, click **File**, then **Page Setup**. Make sure **Brother MFC-XXXX** (where XXXX is your model name.) is chosen in the **Format for** pop-up menu. You can change the settings for **Paper Size**, **Orientation** and **Scale**, then click **OK**.



2. From an application such as Apple TextEdit, click **File**, then **Print** to start printing.

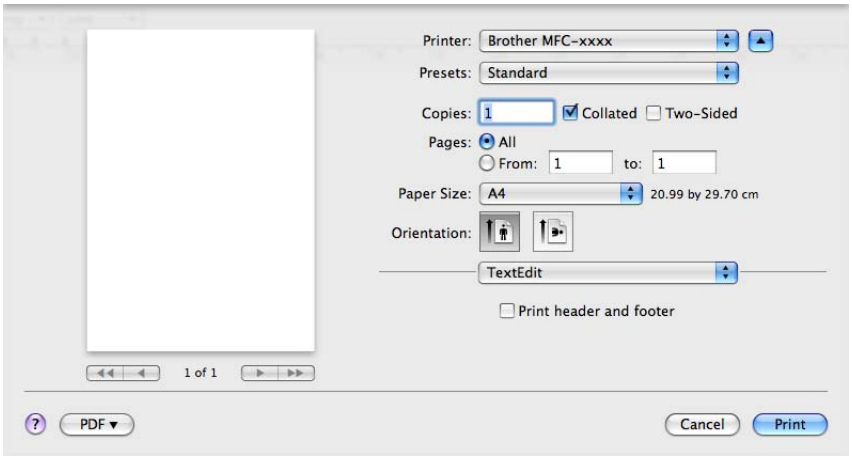
   ■ (Mac OS X 10.4.11)



■ (Mac OS X 10.5.x to 10.6.x)

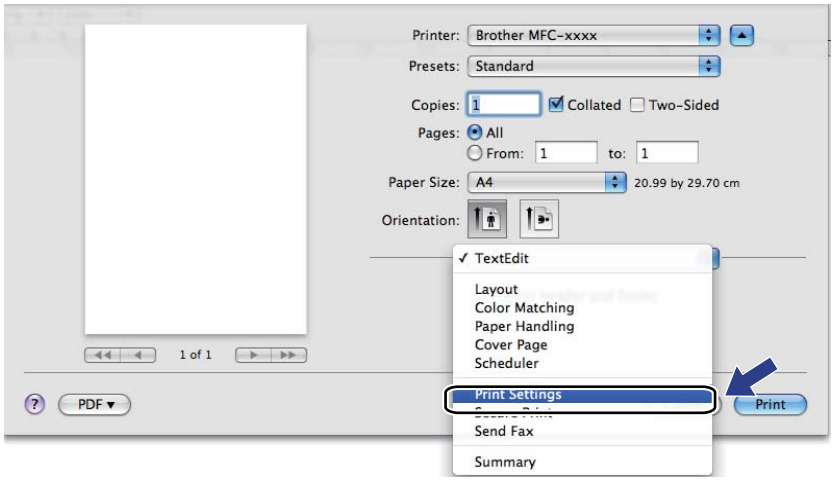
For more page setup options, click the disclosure triangle beside the Printer pop-up menu.





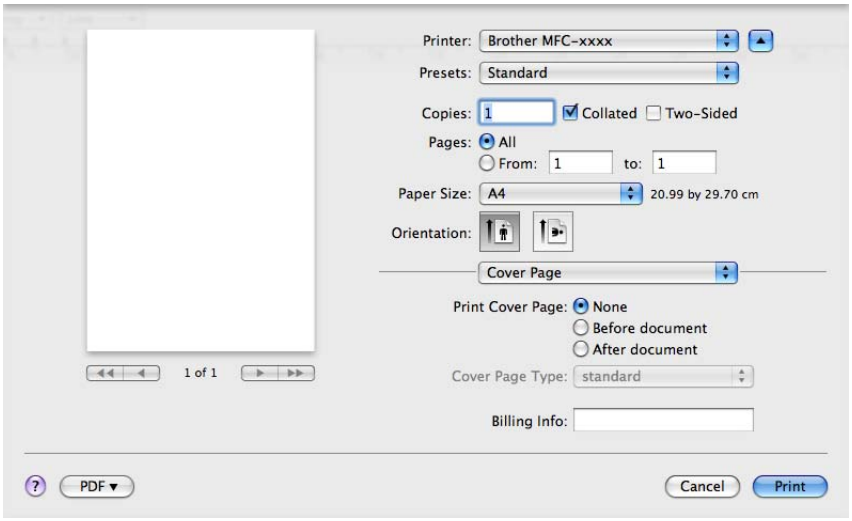
Choosing printing options

To control special printing features, choose **Print Settings** from the Print dialog box.



Cover Page

You can make the following cover page settings:



- **Print Cover Page**

  If you want to add a cover page to your document, use this function.

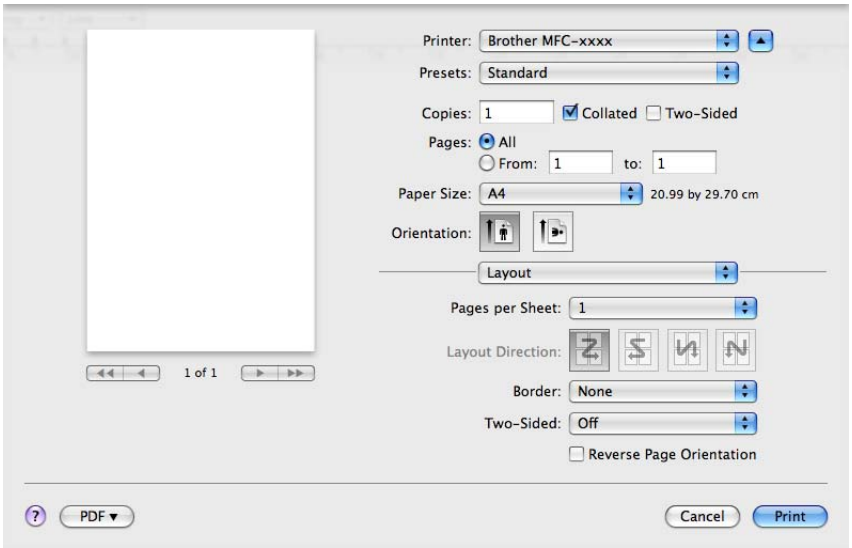
- **Cover Page Type**

  Choose a template for the cover page.

- **Billing Info**

  If you want to add the billing information to the cover page, enter text in the **Billing Info** box.

Layout



- **Pages per Sheet**

  The **Pages per Sheet** selection can reduce the image size of a page by allowing multiple pages to be printed on one sheet of paper.

- **Layout Direction**

  When you specify the pages per sheet, you can also specify the direction of the layout.

- **Border**

  If you want to add a border, use this function.

- **Two-Sided**

  See *Duplex Printing* on page 138.

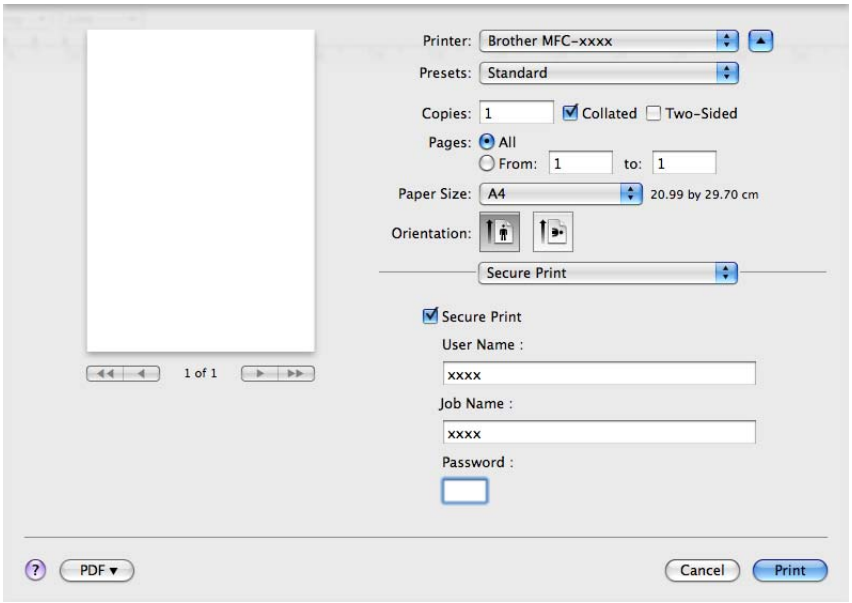
- **Reverse Page Orientation** (Mac OS X 10.5.x to 10.6.x)

  Check **Reverse Page Orientation** to reverse the data from up to down.

- **Flip horizontally** (Mac OS X 10.6.x)

  Check **Flip horizontally** to print as a reflection flipped left-to-right.

Secure Print



■ **Secure Print**:

Secure documents are documents that are password protected when they are sent to the machine. Only the people who know the password will be able to print them. Since the documents are secured at the machine, you must enter the password using the control panel of the machine to print them.

To send a secured document:

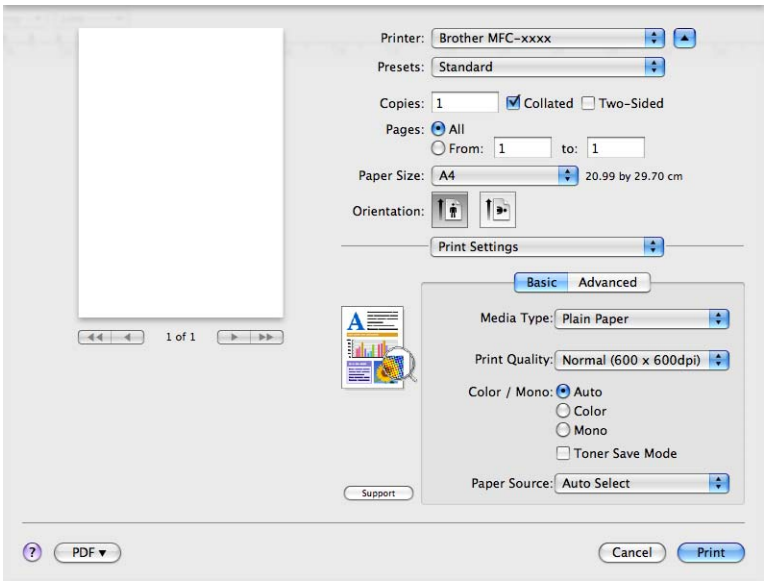
1. Check **Secure Print**.
2. Enter your password, user name and job name and click **Print**.
3. You must print the secured document from the control panel of the machine. (See *Secure Key* on page 2.)

To delete a secured document: You need to use the control panel of the machine to delete a secured document. (See *Secure Key* on page 2.)

Print Settings

You can change settings by choosing a setting in the **Print Settings** list:

Basic tab



Media Type

You can change the media type to one of the following:

- **Plain Paper**
- **Thin Paper**
- **Thick Paper**
- **Thicker Paper**
- **Bond Paper**
- **Recycled Paper**
- **Envelopes**
- **Env. Thick**
- **Env. Thin**
- **Label**
- **Glossy Paper**

Note

When you are using glossy paper, put only one sheet at a time in the MP tray to avoid a paper jam.

■ **Print Quality**

You can choose the following print quality settings.

- **Normal** (600 × 600 dpi)

  600 dpi class. Recommended for ordinary printing. Good print quality with good print speed.

- **Fine** (2400 dpi class)

  2400 dpi class. The finest print mode. Use this mode to print precise images such as photographs. Since the print data is much larger than in normal mode, processing time, data transfer time, and printing time will be longer.

■ **Color / Mono**

You can change the Color/Mono settings as follows:

- **Auto**

  The machine checks the content of your documents for colour. If colour is detected, it prints in colour. If no colour content is detected, it prints in monochrome. The total printing speed may become slower.

- **Color**

  When your document contains colour and you want to print it in colour, select this mode.

- **Mono**

  Select this mode if your document has only black and greyscale text and/or objects. Mono mode makes the print processing speed faster than colour mode. If your document contains colour, selecting Mono mode prints your document in 256 levels of grey.

Note

- Sometimes a document can contain colour information even if it appears to be monochrome (for example, grey areas can actually be made from a combination of colours).
- If either the Cyan, Magenta or Yellow toner reaches the end of its life while printing a colour document, the print job cannot be completed. You can choose to start the print job again in the **Mono** mode, as long as black toner is available.

■ **Toner Save Mode**

You can conserve toner use with this feature. When you set **Toner Save Mode** to On, print appears lighter. The default setting is Off.

Note

We do not recommend **Toner Save Mode** for printing Photo or Greyscale images.

■ **Paper Source**

You can choose **Auto Select**, **Tray1**, **Tray2** [1], **MP Tray** or **Manual**.

[1] Available if the optional tray is installed.

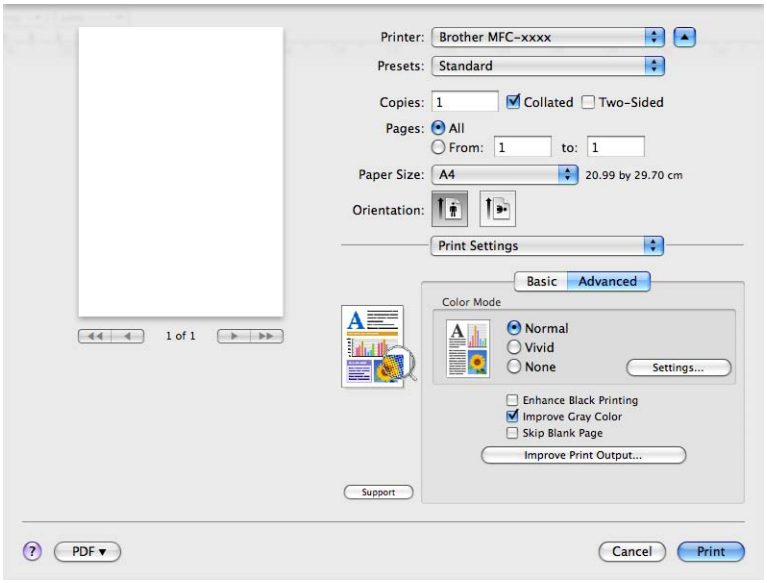
■ **Reverse Print** (Mac OS X 10.4.11)

Check **Reverse Print** to reverse the data from up to down.

■ **Support**

You can visit the Brother Solutions Center (http://solutions.brother.com/) and our website for original/genuine Brother supplies by clicking the **Support** button. The Brother Solutions Center is a website offering information about your Brother product including FAQs (Frequently Asked Questions), User's Guides, driver updates and tips for using your machine.

Advanced tab



■ **Color Mode**

You can change the colour mode as follows:

- **Normal**

  This is the Default colour mode.

- **Vivid**

  The colour of all elements are adjusted to become more vivid.

- **None**

  If you want to apply the colour management settings of your application, choose this setting. The printer driver will not adjust the colour.

■ **Enhance Black Printing**

If a black graphic cannot be printed correctly, choose this setting.

■ **Improve Gray Color**

You can improve the image quality of shaded areas by selecting the **Improve Gray Color** check box.

■ **Skip Blank Page**

If **Skip Blank Page** is checked, the printer driver automatically detects blank pages and excludes them from printing.

Improve Print Output

This feature allows you to improve a print quality problem.

- **Reduce Paper Curl**

  If you choose this setting, the paper curl may be reduced.

  If you are printing only a few pages, you do not need to choose this setting. We recommend that you change the printer driver setting in **Media Type** to a thin setting.

Note

This operation will decrease the temperature of the machine's fusing process.

- **Improve Toner Fixing**

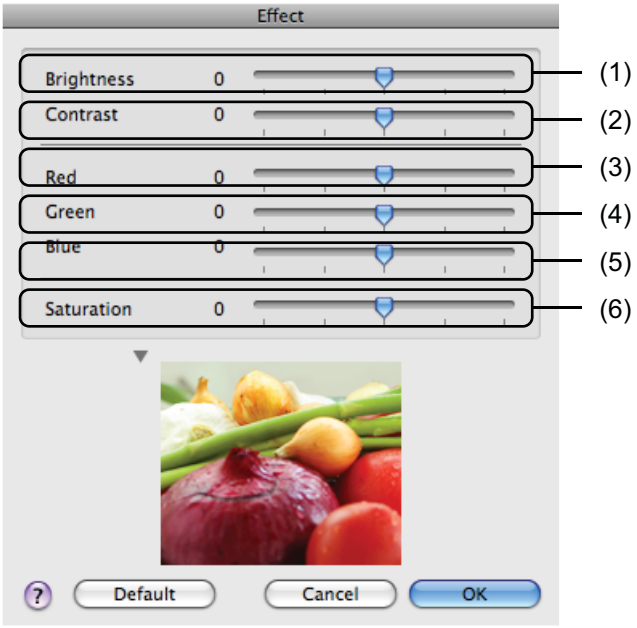
  If you choose this setting, the toner fixing on paper may be improved. If this selection does not provide enough improvement, change the printer driver setting in **Media Type** to a thick setting.

Note

This operation will increase the temperature of the machine's fusing process.

Settings

If you want to change the colour settings such as brightness, contrast, intensity or saturation, click the **Settings** button to access more advanced settings.



- **Brightness** (1)

  Moving the scroll bar to the right makes your image lighter and moving the scroll bar left makes your image darker.

- **Contrast** (2)

  Darker sections are darker while lighter sections will be lighter as you increase the contrast.

- **Red** (3)

  Increase the intensity of **Red** in the image.
- **Green** (4)

  Increase the intensity of **Green** in the image.
- **Blue** (5)

  Increase the intensity of **Blue** in the image.
- **Saturation** (6)

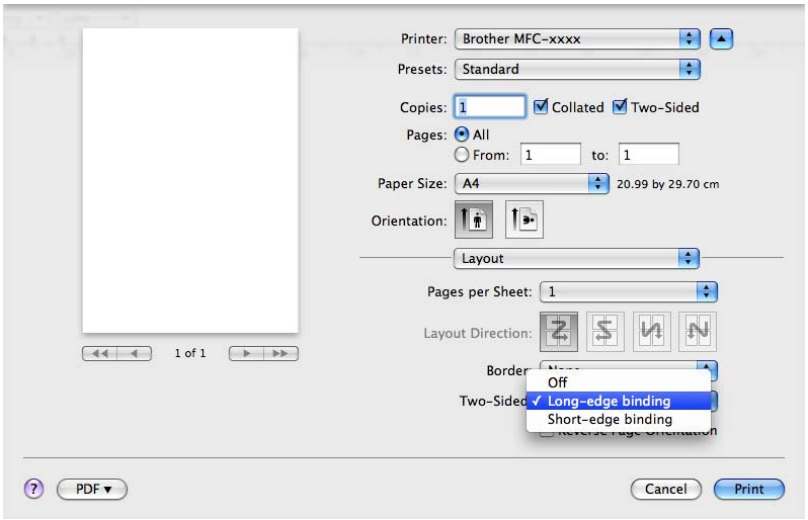
  Increase the saturation when you wish to print a more vivid image or decrease the saturation you want to print a less vivid image.

Duplex Printing

■ Automatic Duplex Printing

Select **Layout**.

Choose **Long-edge binding** or **Short-edged binding** in **Two-Sided**.

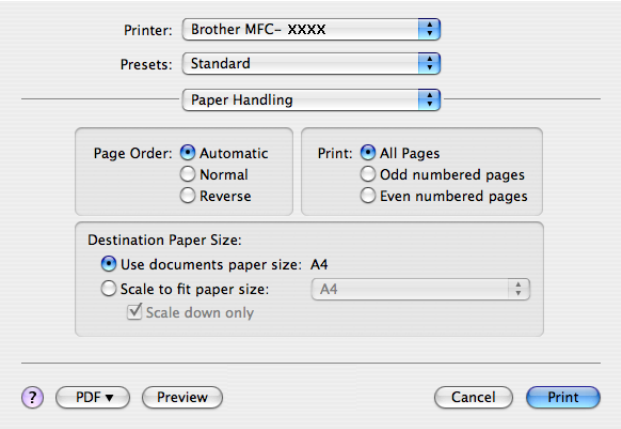


■ Manual duplex

Select **Paper Handling**.

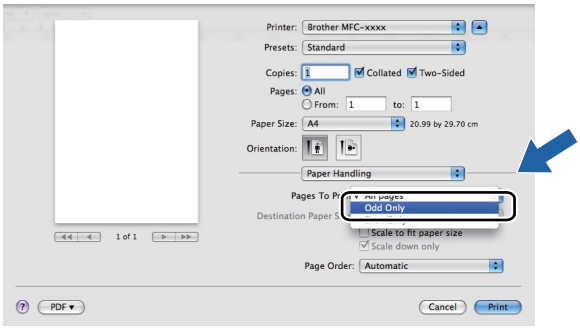
- (Mac OS X 10.4.11)

  Choose **Even numbered pages** and print, and then choose **Odd numbered pages** and print.



- (Mac OS X 10.5.x to 10.6.x)

  Choose **Even Only** and print, and then choose **Odd Only** and print.



Removing the Printer driver for Macintosh

For Mac OS X 10.4.11

1. Log in as an ‘Administrator’.
2. Run the **Printer Setup Utility** (from the **Go** menu, choose **Applications**, **Utilities**), then choose the printer you want to remove and remove it by clicking the **Delete** button.

For Mac OS X 10.5.x to 10.6.x

1. Log in as an ‘Administrator’.
2. From the Apple menu, choose **System Preferences**. Click **Print & Fax**, then choose the printer you want to remove and remove it by clicking the **-** button.

Features in the BR-Script 3 printer driver (PostScript® 3™ language emulation)

This section introduces the distinctive operations of the BR-Script 3 printer driver. For the basic operations of the BR-Script 3 printer driver, see *Features in the printer driver (Macintosh)* on page 128 for **Page Setup**, **Cover Page**, **Paper Source** and **Layout**.

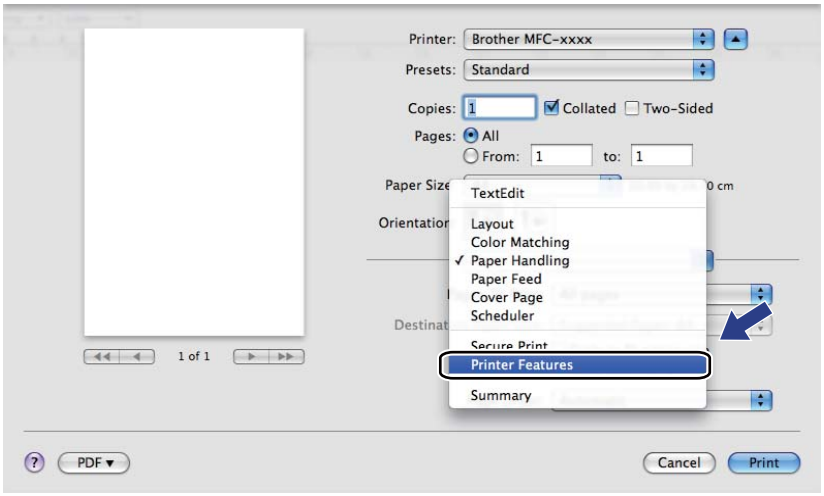
Note

- To use the BR-Script 3 printer driver, you need to set the `Emulation` to `BR-Script 3` by using the control panel before connecting the interface cable. (See *Printer Emulation Support* on page 4.)
- The BR-Script 3 printer driver does not support the PC-Fax Sending.
- If you want to setup the PS driver (BR-Script3 printer driver), please go to the Brother Solutions Center at http://solutions.brother.com/ and click Downloads on your model page to download the driver and visit FAQ's for installation instructions.
- If you use a USB cable and Mac OS, only one printer driver for a machine can be registered in the **Printer Setup Utility** (Mac OS X 10.4.11) or **Print & Fax** in **System Preferences** (Mac OS X 10.5.x to 10.6.x). If a Brother Laser driver is already listed in the Printer list, you will need to remove it and then install the BR-Script 3 printer driver. For the information about removing the printer driver, see *Removing the Printer driver for Macintosh* on page 140.

8

Choosing printing options

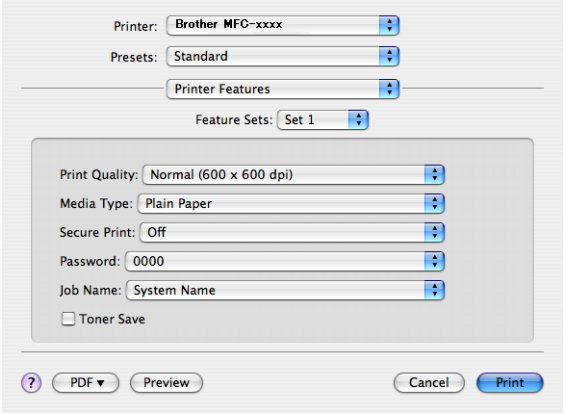
To control special printing features, choose **Printer Features** from the Print dialog box.



Printer Features

(Mac OS X 10.4.11)

Feature Sets: Set 1



■ Print Quality

You can choose the following print quality settings.

- **Normal (600 x 600 dpi)**

  600 dpi class. Recommended for ordinary printing. Good print quality with good print speeds.

- **Fine (2400 dpi class)**

  2400 dpi class. The finest print mode. Use this mode to print precise images such as photographs. Since the print data is much larger than in normal mode, processing time, data transfer time and printing time will be longer.

■ Media Type

You can change the media type to one of the following:

- **Plain Paper**
- **Thin Paper**
- **Thick Paper**
- **Thicker Paper**
- **Bond Paper**
- **Recycled Paper**
- **Envelopes**
- **Env. Thick**
- **Env. Thin**
- **Label**
- **Glossy Paper**

Note

When you are using glossy paper, put only one sheet at a time in the MP tray to avoid a paper jam.

■ **Secure Print**

Secure Print allows you to secure documents that are password protected when they are sent to the machine. Only the people who know the password will be able to print them. Since the documents are secured at the machine, you must enter the password using the control panel of the machine. The secured document must have a **Password** and **Job Name**.

■ **Password**

Choose the password for your secured document that you send to the machine from the drop-down box.

■ **Job Name**

Choose the Job name for your secured document that you sent to the machine, from the drop-down list.

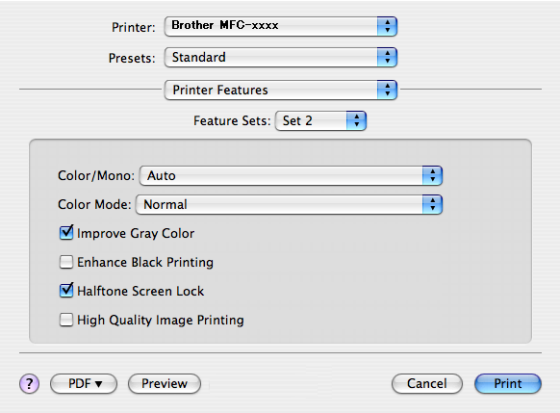
■ **Toner Save**

You can conserve toner using this feature. When you check **Toner Save**, your prints appear lighter. The default setting is Off.

Note

We do not recommend **Toner Save** for printing photo or greyscale images.

Feature Sets: Set 2



■ **Color / Mono**

You can change the Color/Mono settings as follows:

- **Auto**

  The machine checks the content of your documents for colour. If colour is detected, it prints in colour. If no colour content is detected, it prints in monochrome. The total printing speed may become slower.

- **Color**

  When your document contains colour and you want to print it in colour, select this mode.

- **Mono**

  Select this mode if your document has only black and greyscale text and/or objects. Mono mode makes the print processing speed faster than colour mode. If your document contains colour, selecting Mono mode prints your document in 256 levels of grey.

Note

- Sometimes a document can contain colour information even if it appears to be monochrome (for example, grey areas can actually be made from a combination of colours).
- If either the Cyan, Magenta or Yellow toner reaches the end of its life while printing a colour document, the print job cannot be completed. You can choose to start the print job again in the **Mono** mode, as long as black toner is available.

■ **Color Mode**

You can change the colour mode as follows:

- **Normal**

  This is the Default colour mode.

- **Vivid**

  The colour of all elements are adjusted to become a more vivid colour.

- **None**

  If you want to apply the setting of the application, choose this setting. The printer driver does not adjust the colour.

■ **Improve Gray Color**

You can improve the image quality of shaded areas by selecting the **Improve Gray Color** pop-up menu.

■ **Enhance Black Printing**

If a black graphic cannot be printed correctly, choose this setting.

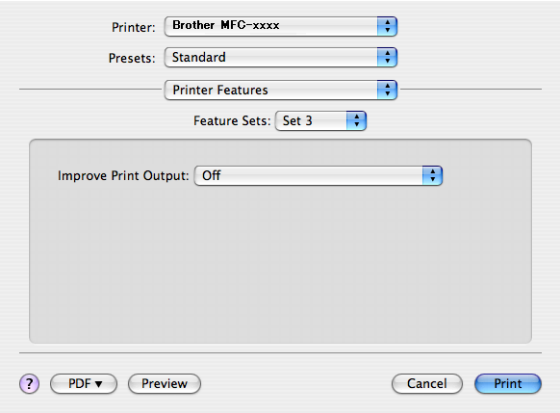
■ **Halftone Screen Lock**

Stops other applications from modifying the Halftone settings. The Default setting is on.

■ **High Quality Image Printing**

You can increase the quality of image printing. If you set **High Quality Image Printing** to On, the printing speed will be slower.

Feature Sets: Set 3



■ **Improve Print Output**

This feature allows you to improve a print quality problem.

- **Reduce Paper Curl**

  If you choose this setting, the paper curl may be reduced.

  If you are printing only a few pages, you do not need to choose this setting. We recommend that you change the printer driver setting in **Media Type** to a thin setting.

Note

This operation will decrease the temperature of the machine's fusing process.

- **Improve Toner Fixing**

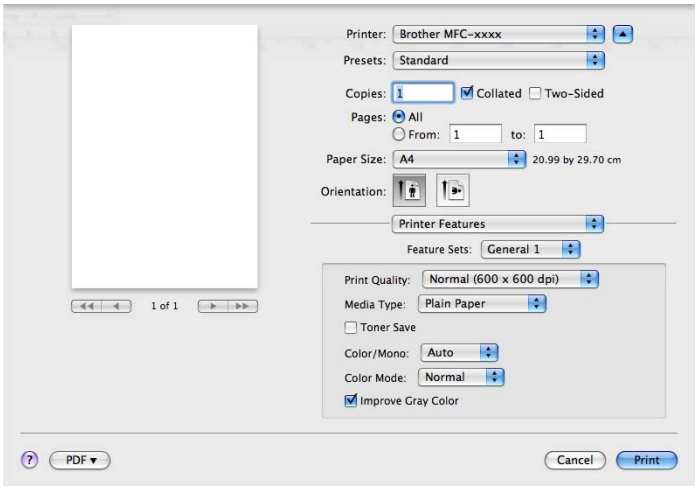
  If you choose this setting, the toner fixing on paper may be improved. If this selection does not provide enough improvement, change the printer driver setting in **Media Type** to a thick setting.

Note

This operation will increase the temperature of the machine's fusing process.

(Mac OS X 10.5.x to 10.6.x)

Feature Sets: General 1



■ Print Quality

You can choose the following print quality settings.

- **Normal (600 x 600 dpi)**

  600 dpi class. Recommended for ordinary printing. Good print quality with good print speeds.

- **Fine (2400 dpi class)**

  2400 dpi class. The finest print mode. Use this mode to print precise images such as photographs. Since the print data is much larger than in normal mode, processing time, data transfer time and printing time will be longer.

■ Media Type

You can change the media type to one of the following:

- **Plain Paper**
- **Thin Paper**
- **Thick Paper**
- **Thicker Paper**
- **Bond Paper**
- **Recycled Paper**
- **Envelopes**
- **Env. Thick**
- **Env. Thin**
- **Label**
- **Glossy Paper**

Note

When you are using glossy paper, put only one sheet at a time in the MP tray to avoid a paper jam.

■ **Toner Save**

You can conserve toner using this feature. When you check **Toner Save**, your prints appear lighter. The default setting is Off.

Note

We do not recommend **Toner Save** for printing photo or greyscale images.

■ **Color / Mono**

You can change the Color/Mono settings as follows:

- **Auto**

  The machine checks the content of your documents for colour. If colour is detected, it prints in colour. If no colour content is detected, it prints in monochrome. The total printing speed may become slower.

- **Color**

  When your document contains colour and you want to print it in colour, select this mode.

- **Mono**

  Select this mode if your document has only black and greyscale text and/or objects. Mono mode makes the print processing speed faster than colour mode. If your document contains colour, selecting Mono mode prints your document in 256 levels of grey.

■ **Color Mode**

You can change the colour mode as follows:

- **Normal**

  This is the Default colour mode.

- **Vivid**

  The colour of all elements are adjusted to become a more vivid colour.

- **None**

  If you want to apply the setting of the application, choose this setting. The printer driver does not adjust the colour.

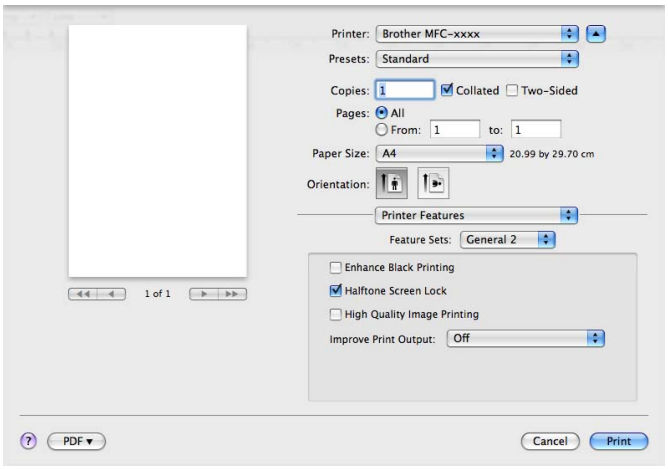
■ **Improve Gray Color**

You can improve the image quality of shaded areas by selecting the **Improve Gray Color** pop-up menu.

Note

- Sometimes a document can contain colour information even if it appears to be monochrome (for example, grey areas can actually be made from a combination of colours).
- If either the Cyan, Magenta or Yellow toner reaches the end of its life while printing a colour document, the print job cannot be completed. You can choose to start the print job again in the **Mono** mode, as long as black toner is available.

Feature Sets: General 2



■ **Enhance Black Printing**

If a black graphic cannot be printed correctly, choose this setting.

■ **Halftone Screen Lock**

Stops other applications from modifying the Halftone settings. The Default setting is on.

■ **High Quality Image Printing**

You can increase the quality of image printing. If you set **High Quality Image Printing** to On, the printing speed will be slower.

■ **Improve Print Output**

This feature allows you to improve a print quality problem.

- **Reduce Paper Curl**

  If you choose this setting, the paper curl may be reduced.

  If you are printing only a few pages, you do not need to choose this setting. We recommend that you change the printer driver setting in **Media Type** to a thin setting.

Note

This operation will decrease the temperature of the machine's fusing process.

- **Improve Toner Fixing**

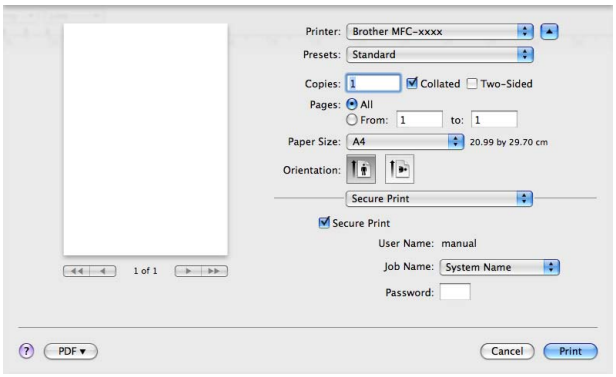
  If you choose this setting, the toner fixing on paper may be improved. If this selection does not provide enough improvement, change the printer driver setting in **Media Type** to a thick setting.

Note

This operation will increase the temperature of the machine's fusing process.

Secure Print (Mac OS X 10.5.x to 10.6.x)

Secure documents are documents that are password protected when they are sent to the machine. Only the people who know the password will be able to print them. Since the documents are secured at the machine, you must enter the password using the control panel of the machine to print them.



If you want to create a secure print job, click **Secure Print** and check the **Secure Print** box. Enter a password in the **Password** box and click **Print**.

(For more information about Secure Print, See *Secure Key* on page 2.)

Status Monitor

The **Status Monitor** utility is a configurable software tool for monitoring the status of the machine, letting you see error messages such as paper empty or paper jam at pre-set update intervals. You can also access the web based management. Before you can use the tool you must choose your machine in the **Model** pop-up menu in ControlCenter2. You can check the device status by clicking the Status Monitor icon in the **DEVICE SETTINGS** tab of ControlCenter2 or by launching Brother Status Monitor follow these steps:

- For Mac OS X 10.4.11

  1. Run the **Printer Setup Utility** (from the **Go** menu, choose **Applications**, **Utilities**), then choose the machine.
  2. Click the **Utility**, then Status Monitor will start up.

- For Mac OS X 10.5.x

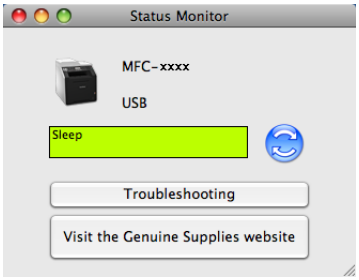
  1. Run the **System Preferences**, select **Print & Fax**, then choose the machine.
  2. Click the **Open Print Queue...**, then click **Utility**. Status Monitor will start up.

- For Mac OS X 10.6.x

  1. Run the **System Preferences**, select **Print & Fax**, then choose the machine.
  2. Click the **Open Print Queue...**, then click **Printer Setup**. Select the **Utility** tab then click **Open Printer Utility**. Status Monitor will start up.

Updating the machine's status

If you want the latest machine status while the **Status Monitor** window is open, click the  icon. You can set what interval the software will update the machine status information. Go to the menu bar, **Brother Status Monitor** and choose **Preferences**.



Hiding or showing the window

After starting the **Status Monitor**, you can hide or show the window. To hide the window, go to the menu bar, **Brother Status Monitor** and choose **Hide Status Monitor**. To show the window, click the **Brother Status Monitor** icon in the dock or click the **Status Monitor** in the **DEVICE SETTINGS** tab of ControlCenter2.



Quitting the window

Click **Brother Status Monitor** in the menu bar and then choose **Quit Status Monitor** from the pop-up menu.

Web Based Management (Network Connection Only)

You can access the Web Based Management System by clicking the machine icon on the **Status Monitor** screen. A standard Web Browser can be used to manage your machine using HTTP (Hyper Text Transfer Protocol). For more information on the Web Based Management System, see *Web Based Management* in the *Network User's Guide*.

Color Calibration

This can help you to improve colour density by letting the printer driver use the colour calibration data stored in your machine.

Go to the menu bar, **Control** and choose **Color Calibration**. The printer driver will attempt to get the colour calibration data from your machine.

Sending a fax (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)

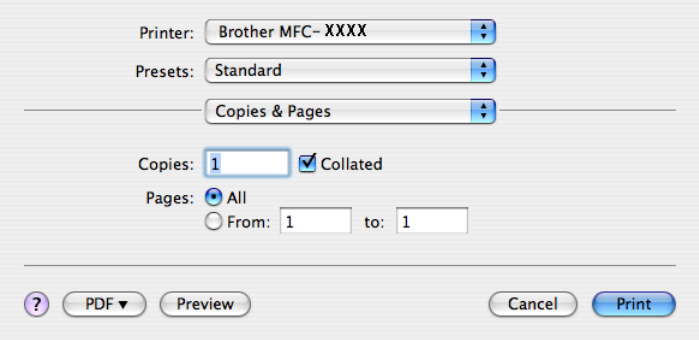
You can send a fax directly from a Macintosh application.

Note

Fax documents will be sent in Black and White only.

1. Create a document in a Macintosh application.
2. From an application such as Apple TextEdit, click **File**, then **Print**.

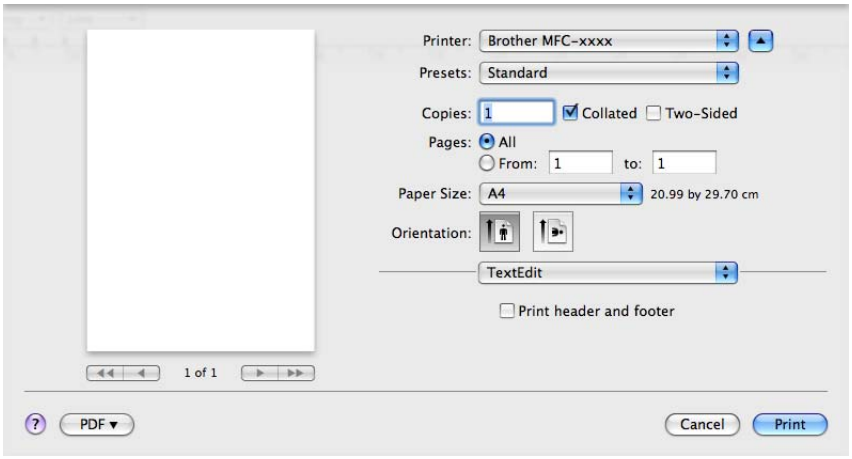
■ (Mac OS X 10.4.11)



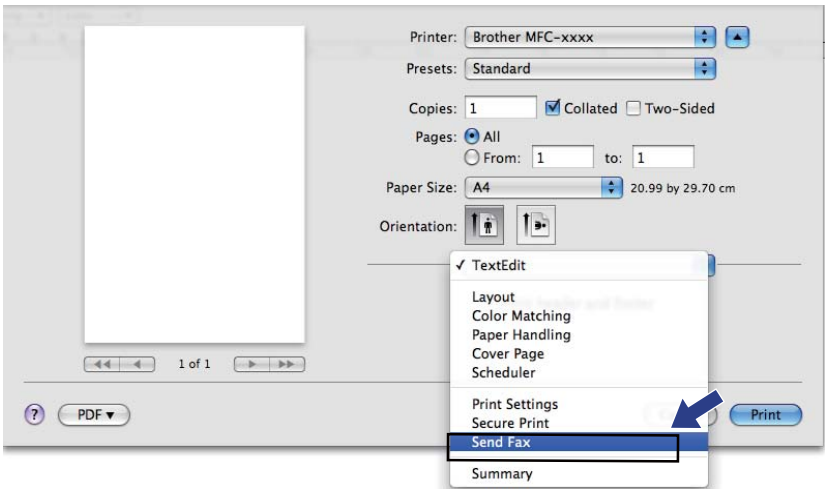
■ (Mac OS X 10.5.x to 10.6.x)

For more page setup options, click the disclosure triangle beside the Printer pop-up menu.

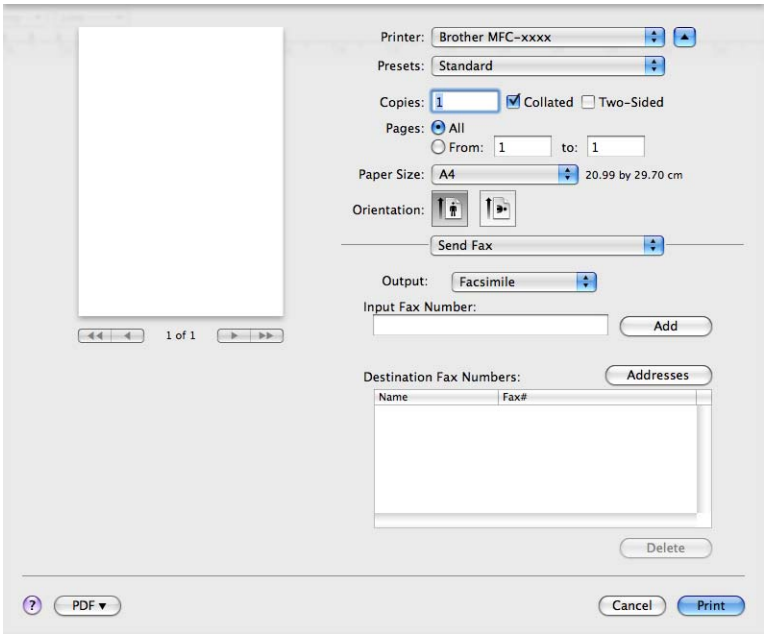




3 Choose **Send Fax** from the pop-up menu.



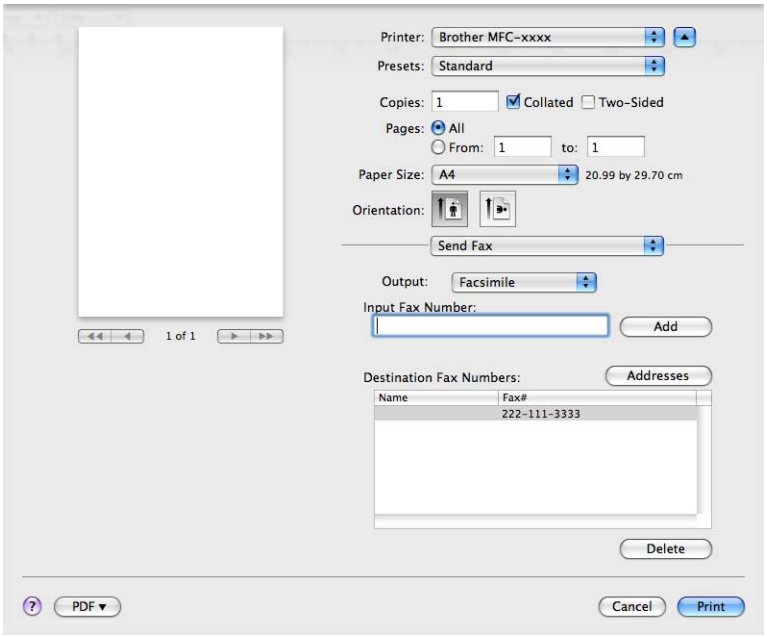
4 Choose **Facsimile** from the **Output** pop-up menu.



5 Enter a fax number in the **Input Fax Number** box, and then click **Print** to send the fax.

Note

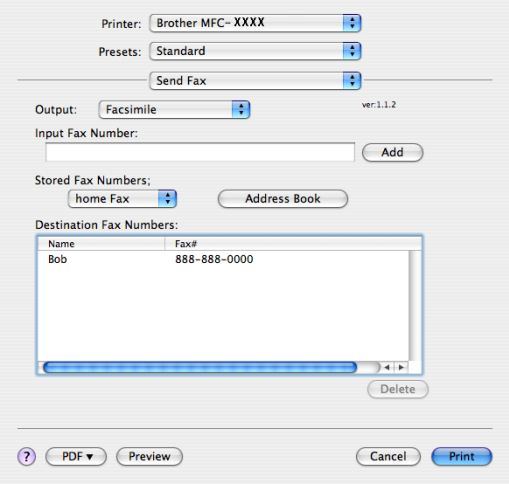
If you want to send a fax to more than one number, click **Add** after entering the first fax number. The destination fax numbers will be listed in the dialog box.

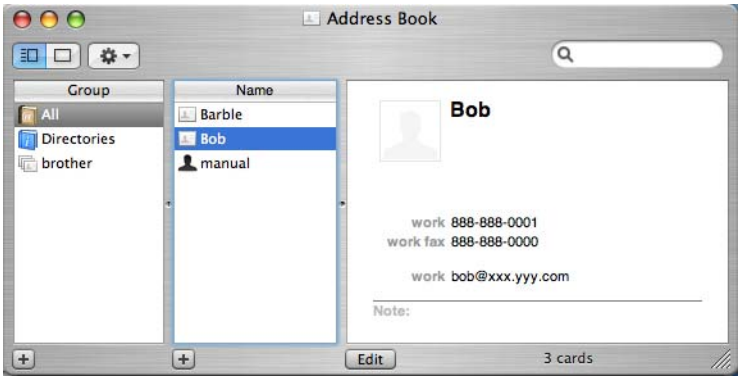


Drag a vCard from the Mac OS X Address Book application (Mac OS X 10.4.11)

You can address a fax number using a vCard (an electronic business card) from the Mac OS X **Address Book** application.

1. Click **Address Book**.
2. Drag a vCard from the Mac OS X **Address Book** application to the **Destination Fax Numbers** field.

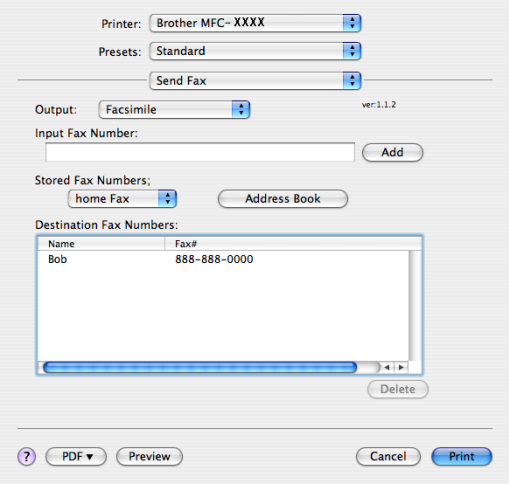




Note

If both work and home fax numbers are stored in the Mac OS X Address Book, choose **work fax** or **home fax** from the **Stored Fax Numbers** pop-up menu, and then drag a vCard.

3 When you are finished addressing your fax, click **Print**.



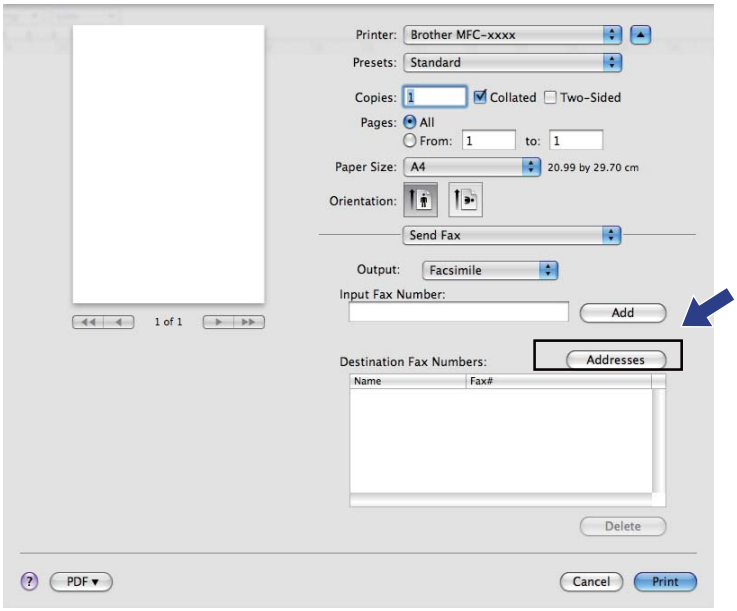
Note

The vCard used must contain a **work fax** or **home fax** number.

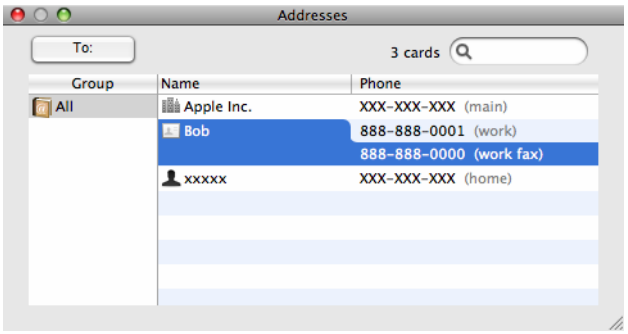
Using Mac OS X 10.5.x to 10.6.x Addresses panel

You can address a fax number using the **Addresses** button.

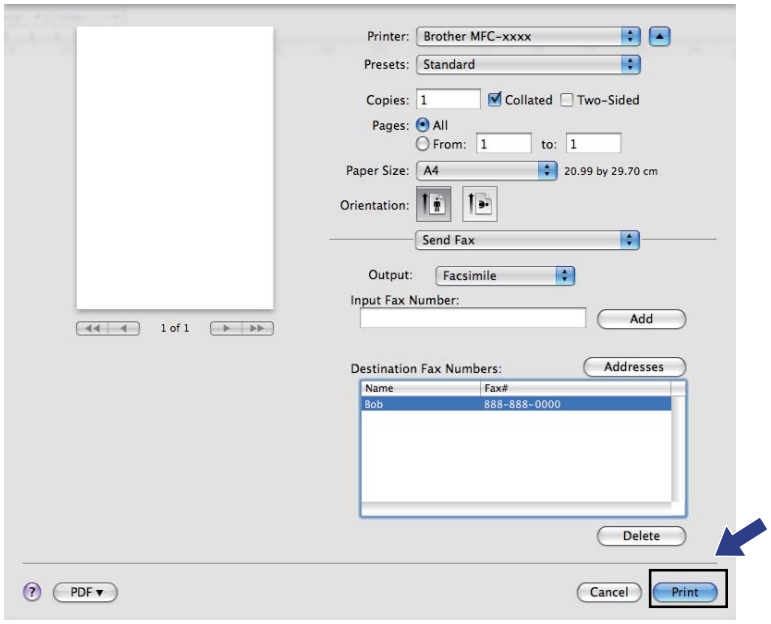
1 Click **Addresses**.



2 Choose the fax number from the **Addresses** panel and then click **To**.



3 When you are finished addressing your fax, click **Print**.



9 Scanning

Scanning a document using the TWAIN driver

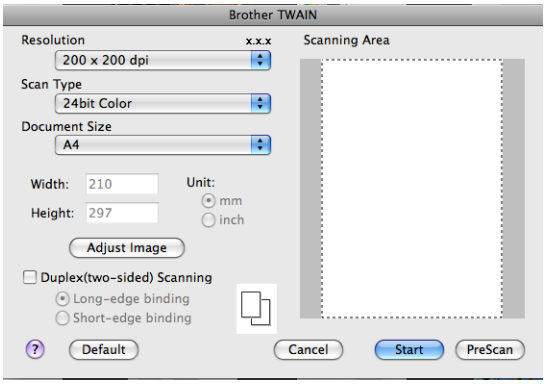
The Brother machine software includes a TWAIN Scanner driver for Macintosh. You can use this Macintosh TWAIN Scanner driver with any applications that support TWAIN specifications.

When you scan a document, you can either use the ADF (automatic document feeder) or the scanner glass. For more information on loading the documents, see *Loading documents in the Basic User's Guide*.

Note

If you want to scan from a machine on a network, choose the networked machine in the Device Selector application located in **Macintosh HD**/**Library**/**Printers**/**Brother**/**Utilities**/**DeviceSelector** or from the **Model** pop-up menu of ControlCenter2.

Run your Macintosh TWAIN-compliant application. The first time you use the Brother TWAIN driver, set it as the default driver by choosing **Select Source**. For each document you scan after this, choose **Acquire Image Data** or **Start**. The menu option that lets you choose the Scanner driver may vary depending on your application.



Note

The method of choosing the default driver or scanning a document may vary depending on the application you are using.

Scanning an image into your Macintosh

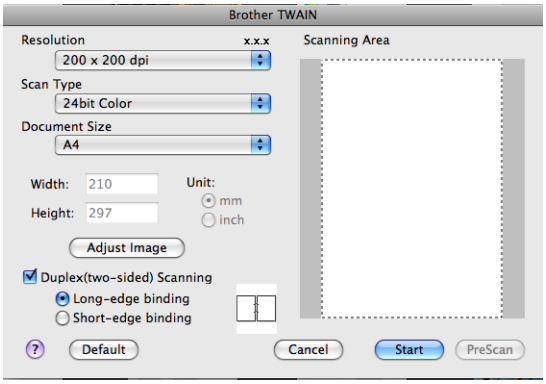
You can scan a whole page, or scan a portion after pre-scanning the document.

Scanning a whole page

1. Load your document.
2. Adjust the following settings, if needed, in the Scanner Setup dialog box:
   - **Resolution**
   - **Scan Type**
   - **Document Size**
   - **Adjust Image**
     - **Brightness**
     - **Contrast**
3. Click **Start**.
   When scanning has finished, the image appears in your graphics application.

Scanning a duplex document (For DCP-9270CDN, MFC-9465CDN and MFC-9970CDW)

1. Load your document.
2. Check **Duplex (two-sided) Scanning** and choose **Long-edge binding** or **Short-edge binding**.



3. Adjust the following settings, if needed, in the Scanner Setup dialog box:
   - **Resolution**
   - **Scan Type**
   - **Document Size**
   - **Adjust Image**
     - **Brightness**
     - **Contrast**

4 Click **Start**.

Note

- You cannot adjust the scanning area.
- Duplex scan is available from the ADF only.

Pre-Scanning an image

The **PreScan** button is used to preview and also lets you crop any unwanted areas from the image. When you are satisfied you are scanning the correct area, click the **Start** button in the Scanner Setup dialog box to scan the image.

1 Load your document.

2 Click **PreScan**.
The whole image is scanned into your Macintosh and appears in the **Scanning Area**.

3 Drag the mouse pointer over the portion you want to scan.



4 Put the document in the ADF again.

Note

If you put the document on the scanner glass in step ❶, skip this step.

5 Adjust the settings for **Resolution**, **Scan Type**, **Brightness** and **Contrast** in the Scanner Setup dialog box as needed.

6 Click **Start**.
This time only the chosen area of the document appears in the application window.

7 You can refine the image in your editing software.

Settings in the Scanner window

Resolution

You can change the scanning resolution from the **Resolution** pop-up menu. Higher resolutions take more memory and transfer time, but produce a finer scanned image. The following table shows the resolutions you can choose and the available colours.

Resolution	Black & White/ Gray (Error Diffusion)	256 Colour	True Grey/24bit Colour
100 x 100 dpi	Yes	Yes	Yes
150 x 150 dpi	Yes	Yes	Yes
200 x 200 dpi	Yes	Yes	Yes
300 x 300 dpi	Yes	Yes	Yes
400 x 400 dpi	Yes	Yes	Yes
600 x 600 dpi	Yes	Yes	Yes
1200 x 1200 dpi	Yes	No	Yes
2400 x 2400 dpi	Yes	No	Yes
4800 x 4800 dpi	Yes	No	Yes
9600 x 9600 dpi	Yes	No	Yes
19200 x 19200 dpi	Yes	No	Yes

Scan Type

- **Black & White**

  Use for text or line art images.

- **Gray (Error Diffusion)**

  Use for photographic images or graphics. (Error Diffusion is a method for creating simulated grey images without using true grey dots. Black dots are put in a specific pattern to give the grey appearance.)

- **True Grey**

  Use for photographic images or graphics. This mode is more exact because it uses up to 256 shades of grey.

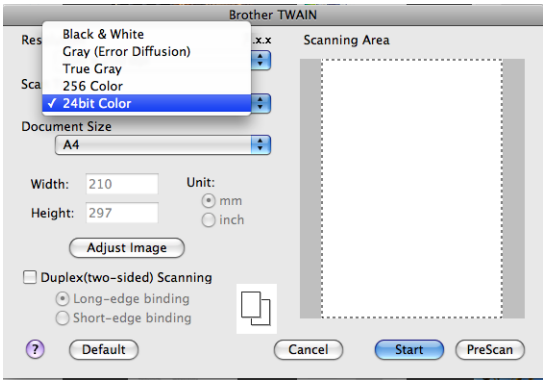
- **256 Colour**

  Uses up to 256 colours to scan the image.

■ **24bit Colour**

Uses up to 16.8 million colours to scan the image.

Although using **24bit Colour** creates an image with the most accurate colours reproduction, the image file size will be about three times larger than a file created using the **256 Colour** option. It requires the most memory and has the longest transfer time.



Document Size

Choose one of the following document sizes:

- A4
- JIS B5
- Letter
- Legal
- A5
- Executive
- Business Card

  To scan business cards, choose the **Business Card** size, and then place the business card face down at the top left of the scanner glass, as indicated by the document guidelines on the machine.
- Photo
- Index Card
- Photo L
- Photo 2L
- Postcard 1
- Postcard 2 (Double)
- Custom (User adjustable from 8.9 × 8.9 mm to 215.9 × 355.6 mm.)

  After you choose a custom size, you can adjust the scanning area. Click and hold the mouse button as you drag the mouse to crop the image.

  Width: Enter the custom width.

  Height: Enter the custom height.

Note

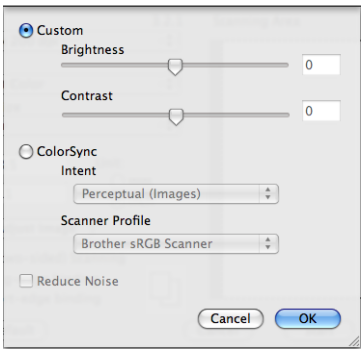
User adjustable from 8.9 x 8.9 mm to 215.9 x 355.6 mm.

Adjusting the Image

■ Brightness

Adjust the setting (-50 to 50) to get the best image. The default value is 0, representing an average, and is usually suitable for most images.

You can set the **Brightness** level by dragging the slider to the right or left to lighten or darken the image. You can also enter a value in the box to set the level.



If the scanned image is too light, set a lower **Brightness** level and scan the document again.

If the image is too dark, set a higher **Brightness** level and scan the document again.

Note

The **Brightness** setting is not available for **256 Colour**.

■ Contrast

You can increase or decrease the contrast level by moving the slider to the left or right. An increase emphasizes dark and light areas of the image, while a decrease reveals more detail in grey areas. You can also enter a value in the box to set the **Contrast**.

Note

The **Contrast** setting is only available if you have set **Scan Type** to **Gray (Error Diffusion)**, **True Grey** or **24bit Colour**.

■ Reduce Noise

You can improve and enhance the quality of your scanned images with this selection. The **Reduce Noise** setting is available when using **24bit Colour** and scan resolutions of 300 × 300 dpi, 400 × 400 dpi or 600 × 600 dpi.

When scanning photographs or other images for use in a word processor or other graphics application, try different settings for the **Resolution**, **Scan Type**, **Brightness** and **Contrast** to see which setting best suits your needs.

Scanning a document using the ICA driver (Mac OS X 10.6.x)

You can scan a document using one of the following methods:

- Using the Image Capture application
- Scanning directly from the “**Print & Fax**” section

Using Image Capture

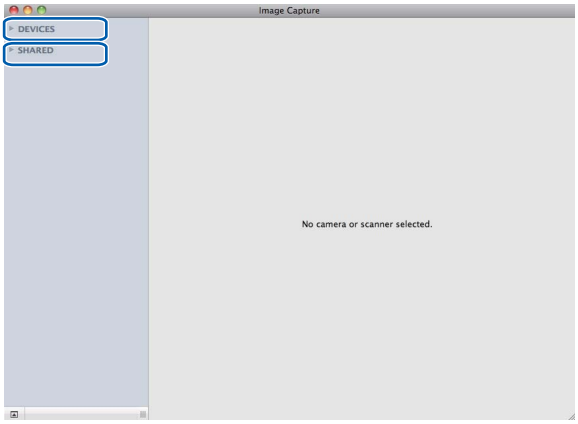
In order to use Image Capture included with Mac OS X 10.6.x, the ICA Scanner Driver is required. The Brother CUPS Printer Driver for Mac OS X 10.6.x contains the ICA Scanner Driver. To install the ICA Scanner Driver, go to the downloads selection located on the main page for your model on the Brother Solutions Center (http://solutions.brother.com/).

1. Connect your Brother machine to the Macintosh using a USB cable. Or connect your Brother machine to the same LAN (if you are using a network model) where the Macintosh is connected.

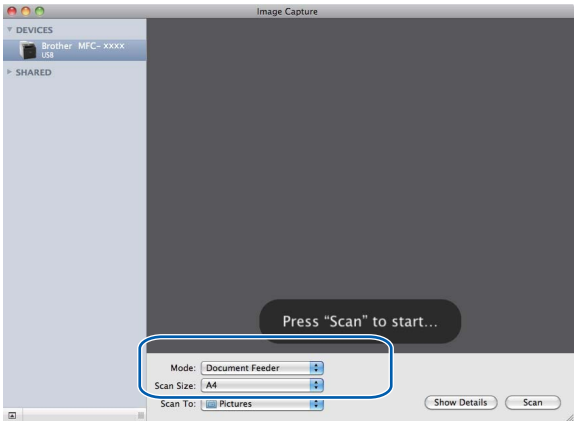
2. Launch the **Image Capture** application.



3. Select the machine from the list on the left side of the screen.
If you connected the Brother machine and your Macintosh with a USB cable, you will see the machine in the **DEVICES** area. If connected via LAN, you will see it in the **SHARED** area.



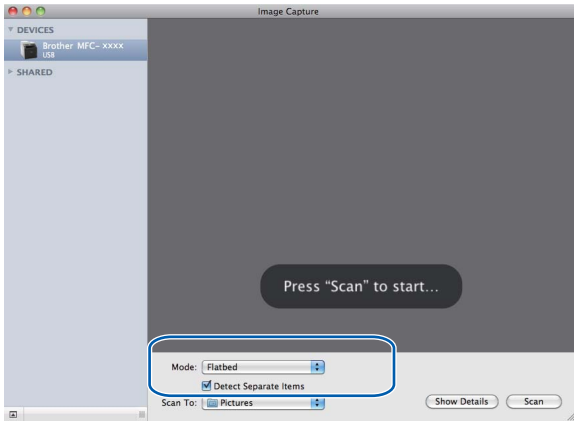
4 Place your document in the ADF or on the scanner glass.
If you place the document in the ADF, select “**Document Feeder**” for **Mode** and the size of your document for **Scan Size**.



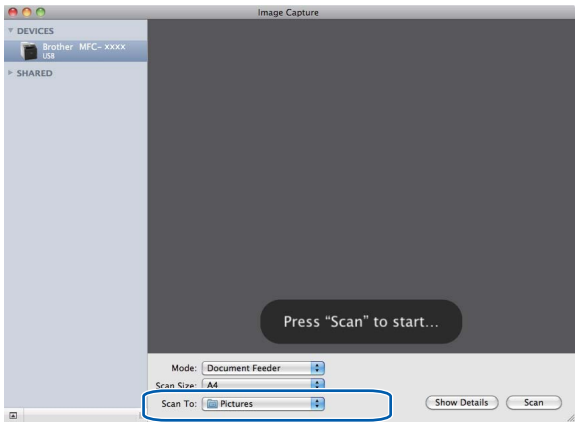
If you place the document on the scanner glass, select “**Flatbed**” for **Mode**.

Note

When the **Detect Separate Items** box is unchecked, the document will be scanned as one item and saved as one file. When the **Detect Separate Items** box is checked, the program will detect each image and save them as separate files. If the program does not automatically crop the document as you want, you can do it manually by dragging the mouse pointer over the portion you want to scan from the dialog box that can be accessed by clicking on **Show Details**.

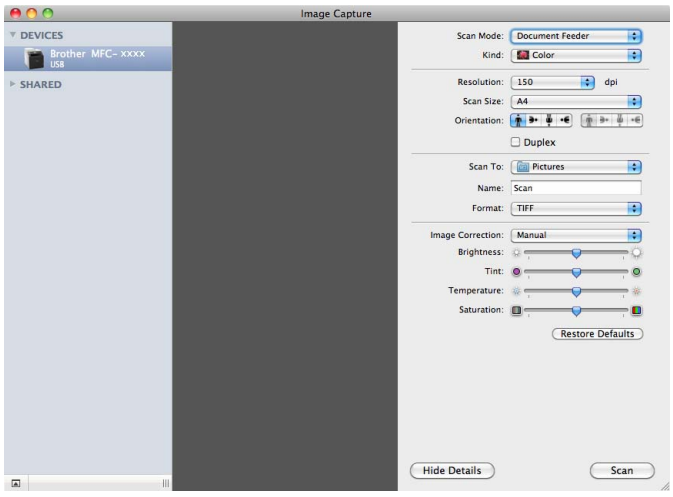


5 Select the destination folder or destination application for **Scan To**.



You can adjust the following settings, if needed, in the dialog box accessed by clicking on **Show Details**. Please note that the item name and assignable value may vary depending on the machine.

- **Scan Mode**: Choose Document Feeder or Flatbed.
- **Kind**: Choose from Color, Black & White or Text.
- **Resolution**: Choose the resolution you want to scan your document at.
- **Scan Size**: Select the paper size of the document being scanned from the Document Feeder or the scan area from the Flatbed.
- **Orientation** or **Rotation Angle**: Select the orientation of the document from the Document Feeder or the angle of the scan from the flatbed.
- **Scan To**: Choose the destination folder or destination application.
- **Name**: Enter the prefix text used for the name of the scanned image.
- **Format**: Select the file format of the scanned data.
- **Image Correction**: From the manual setting you can adjust Brightness, Tint, Temperature and Saturation.

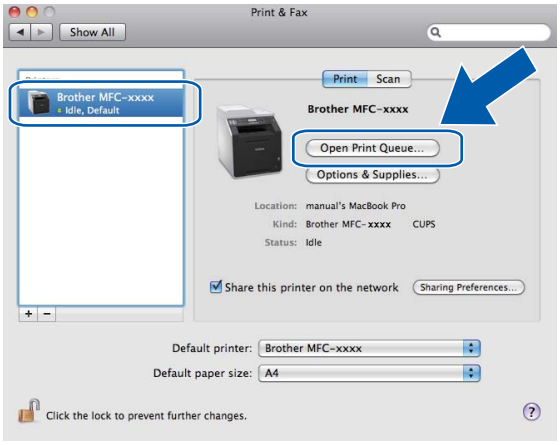


6 Click on **Scan** to start scanning.

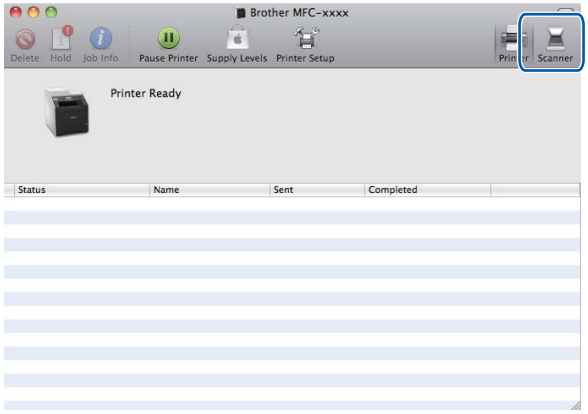
Scanning directly from the “Print & Fax” section

If you already added your Brother machine in the **Print & Fax** section, you can scan directly from there. Please follow the steps below:

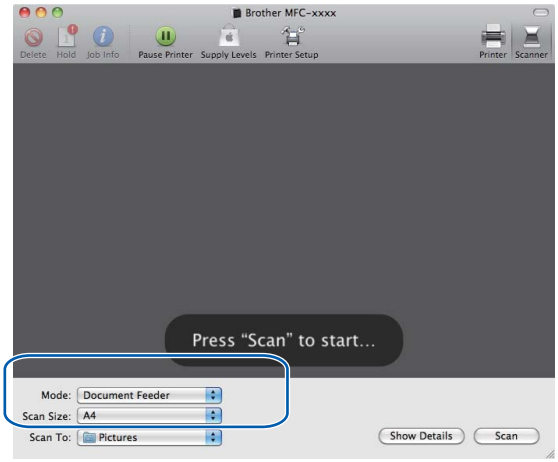
1. Connect your Brother machine to the Macintosh using a USB cable. Or connect your Brother machine to the same LAN (if you are using a network model) where the Macintosh is connected.
2. Select **System Preferences** from the Apple Menu.
3. Click on the **Print & Fax** icon.
4. Select the machine from the list on the left side of the screen and click on **Open Print Queue**.



5. Click on the **Scanner** icon.



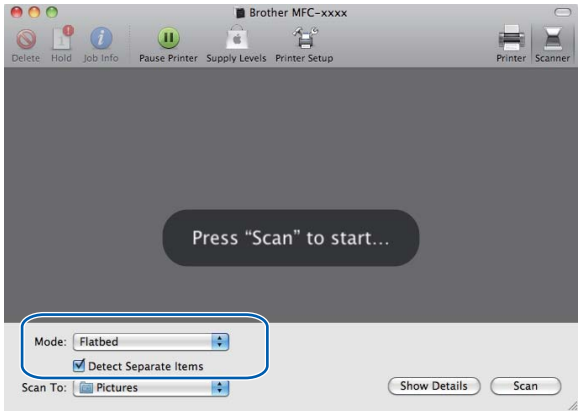
6 Place your document in the ADF or on the scanner glass.
If you place the document in the ADF, select “**Document Feeder**” for **Mode** and the size of your document for **Scan Size**.



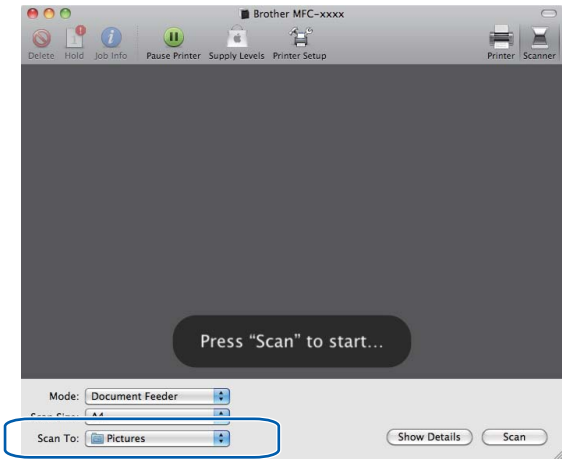
If you place the document on the scanner glass, select “**Flatbed**” for **Mode**.

Note

When the **Detect Separate Items** box is unchecked, the document will be scanned as one item and saved as one file. When the **Detect Separate Items** box is checked, the program will detect each image and save them as separate files. If the program does not automatically crop the document as you want, you can do it manually by dragging the mouse pointer over the portion you want to scan from the dialog box that can be accessed by clicking on **Show Details**.

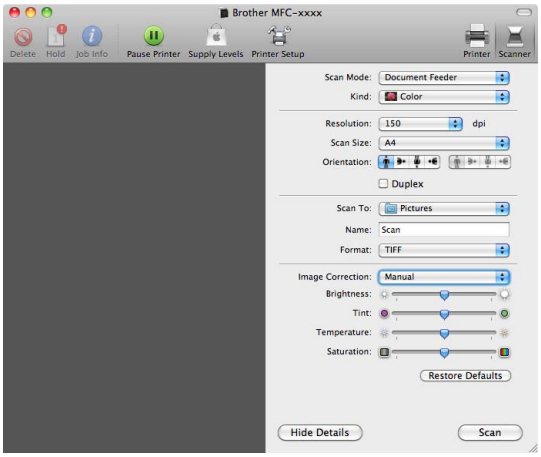


7 Select the destination folder or destination application for **Scan To**.



You can adjust the following settings, if needed, in the dialog box accessed by clicking on **Show Details**. Please note that the item name and assignable value may vary depending on the machine.

- **Scan Mode**: Choose Document Feeder or Flatbed.
- **Kind**: Choose from Color, Black & White or Text.
- **Resolution**: Choose the resolution you want to scan your document at.
- **Scan Size**: Select the paper size of the document being scanned from the Document Feeder or the scan area from the Flatbed.
- **Orientation** or **Rotation Angle**: Select the orientation of the document from the Document Feeder or the angle of the scan from the flatbed.
- **Scan To**: Choose the destination folder or destination application.
- **Name**: Enter the prefix text used for the name of the scanned image.
- **Format**: Select the file format of the scanned data.
- **Image Correction**: From the manual setting you can adjust Brightness, Tint, Temperature and Saturation.



8 Click on **Scan** to start scanning.

Using Presto! PageManager

Presto! PageManager is an application for managing the documents in your Macintosh. Since it is compatible with most image editors and word processing programs, Presto! PageManager gives you unmatched control over your Macintosh files. You can easily manage your documents, edit your E-mail and files and read documents with the OCR software built into Presto! PageManager.

If you use the machine as a scanner, we recommend that you install Presto! PageManager. Presto! PageManager is available as a download from http://nj.newsoft.com.tw/download/brother/PM9SEinstaller_BR_multilang.dmg To install Presto! PageManager, see the *Quick Setup Guide*.

Note

The complete NewSoft Presto! PageManager 9 User's Guide can be viewed from the **Help** menu in NewSoft Presto! PageManager 9.

Features

- OCR: In one step you can scan an image, recognize the text, and edit it with a word processor.
- Image Editing: Enhance, crop and rotate images, or open them with an image-editing program of your choice.
- Annotation: Add removable notes, stamps and drawings to images.
- Folders Window: View and arrange your folder hierarchy for easy access.
- View Window: View files as thumbnails, list or Cover Flow for easy identification.

System requirements for Presto! PageManager

- Mac OS X 10.4.11 - 10.5.x - 10.6.x
- CD-ROM drive
- Hard disk drive with at least 400 MB of free disk space for installation

NewSoft Technical Support

For USA

Company name:	NewSoft America Inc.
Postal Address:	47102 Mission Falls Court, Suite 202 Fremont CA 94539
Telephone:	510-770-8900
Fax:	510-770-8980
E-mail Address:	contactus@newsoftinc.com
URL:	http://www.newsoftinc.com/

For Canada

E-mail Address:	contactus@newsoftinc.com (English)

Germany

Company name:	SoftBay GmbH
Postal Address:	Carlstraße 50, D-52531, Übach-Palenberg
Telephone:	0900 1 409640 (For callers from within Germany, this is not a toll-free call, Callers will be charged at Euro 0.59 per minute)
E-mail Address:	de.nsc@newsoft.eu.com
URL:	http://de.newsoft.eu.com/

UK

Company name:	Avanquest UK
Postal Address:	The Software Centre East Way, Lee Mill Industrial Estate Plymouth Devon. PL21 9GE
Telephone:	44-01752-201148
Fax:	44-01752-894833
E-mail Address:	uk.nsc@newsoft.eu.com
URL:	http://uk.newsoft.eu.com/

France

Company name:	5CA
Telephone:	089-965-01-09 (For callers from within France, this is not a toll-free call, Callers will be charged at € 1.35 + € 0.34 per minute)
E-mail Address:	fr.nsc@newsoft.eu.com
URL:	http://fr.newsoft.eu.com/

Italy

Company name:	5CA
Telephone:	0899399878
	(For callers from within Italy, this is not a toll-free call, Callers will be charged at Euro 0.80 per minute)
E-mail Address:	it.nsc@newsoft.eu.com
URL:	http://it.newsoft.eu.com/

Spain

Company name:	5CA
Telephone:	0807505598
	(For callers from within Spain only, this is not a toll-free call, Callers will be charged at Euro 0.94 per minute)
E-mail Address:	sp.nsc@newsoft.eu.com

Other countries

E-mail Address:	tech@newsoft.eu.com (English)

10 ControlCenter2

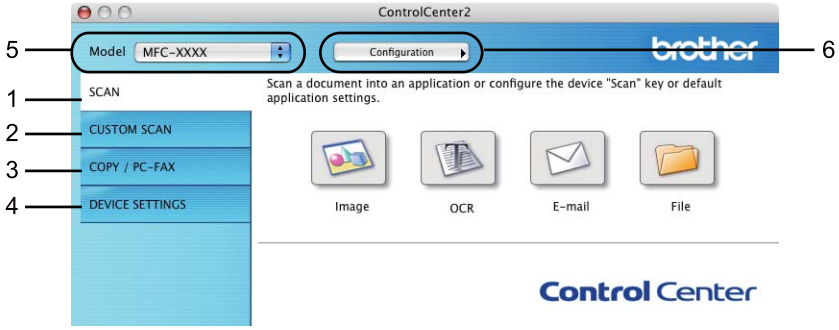
Note

The features available to you in ControlCenter2 may vary depending on the model number of your machine.

Using ControlCenter2

ControlCenter2 is a software utility that lets you quickly and easily access your often used applications. Using ControlCenter2 eliminates the need to manually launch specific applications. The icon will appear on the menu bar. To open the ControlCenter2 window, click the  icon and choose **Open**. ControlCenter2 has the following operations:

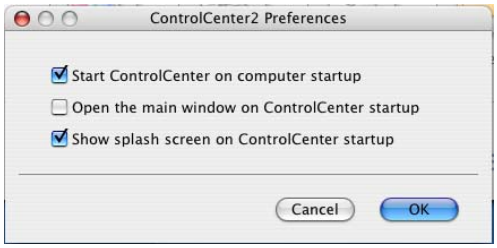
1. Scan directly to a file, E-mail, word processor or graphics application of your choice. (1)
2. Custom Scan buttons let you configure a button to meet your own application needs. (2)
3. Access the Copy features available via your Macintosh and access the PC-FAX applications available for your device. (3)
4. Access the settings available to configure your device. (4)
5. You can choose which machine ControlCenter2 will connect with from the **Model** pop-up menu. (5)
   You can also open the **Device Selector** window by choosing **Other...** from the **Model** pop-up menu.
6. You can also open the configuration window for each function by clicking the **Configuration** button. (6)



Turning the AutoLoad feature off

If you do not want ControlCenter2 to run automatically each time you start your Macintosh, do the following.

1. Click the ControlCenter2 icon in the menu bar and choose **Preferences**.
   The ControlCenter2 preference window appears.
2. Uncheck **Start ControlCenter on computer startup**.
3. Click **OK** to close the window.



Note

The ControlCenter2 application icon is in **Macintosh HD/Library/Printers/Brother/Utilities/ControlCenter**.

SCAN

There are four scan buttons for the **Scan to Image**, **Scan to OCR**, **Scan to E-mail** and **Scan to File** applications.

- **Image** *(Default: Apple Preview)*

  Lets you scan a page directly into any graphic viewer/editor application. You can choose the destination application, such as Adobe® Photoshop® or any kind of image editing application on your Macintosh.

- **OCR** *(Default: Apple TextEdit)*

  Lets you scan a page or document, automatically run the OCR application and put text (not a graphic image) into a word processing application. You can choose the target word processing application, such as Microsoft® Word or any word processing application on your Macintosh. You must have Presto! PageManager installed on your Macintosh. Presto! PageManager is available as a download from http://nj.newsoft.com.tw/download/brother/PM9SEinstaller_BR_multilang.dmg

- **E-mail** *(Default: your default E-mail software)*

  Lets you scan a page or document directly into an E-mail application as a standard attachment. You can choose the file type and resolution for the attachment.

- **File**

  Lets you scan directly to a disk file. You can change the file type and destination folder, as needed.

ControlCenter2 gives you the ability to configure the hardware **SCAN** key on your machine and the ControlCenter2 Software button for each scan feature. To configure the hardware **SCAN** key on your machine choose the **Device Button** (click each of the ControlCenter buttons while holding down the **Ctrl** key and choose **Device Button**) in the configuration menu for each of the **SCAN** buttons. To configure the Software button in ControlCenter2, choose the **Software Button** tab (click each of the ControlCenter buttons while holding down the **Ctrl** key and choose **Software Button**) in the configuration menu for each of the **SCAN** buttons.



File types

You can choose from the following list of file types for attachments or for saving to a folder.

Choose from the pop-up menu the type of file you want the scanned images to be saved in.

- **Windows Bitmap (*.bmp)**
- **JPEG (*.jpg)**
- **TIFF (*.tif)**
- **TIFF Multi-Page (*.tif)**
- **Portable Network Graphics (*.png)**
- **PDF (*.pdf)**
- **Secure PDF (*.pdf)**

Note

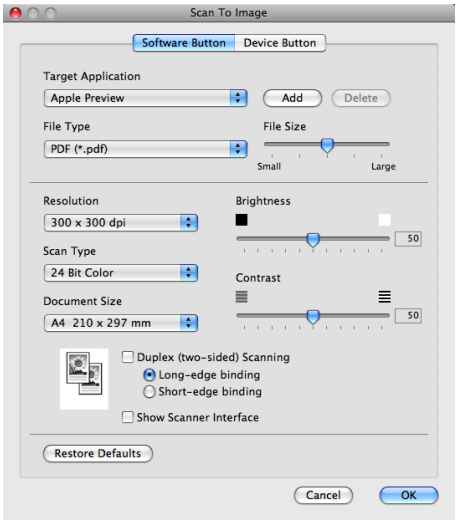
- If you set the file type to TIFF or TIFF Multi-Page, you can choose “Uncompressed” or “Compressed”.
- Secure PDF is available for Scan to Image, Scan to E-mail and Scan to File.

Document Size

You can choose the document size from the pull-down list. If you choose a “1 to 2” document size, such as **1 to 2 (A4)**, the scanned image will be divided into two A5 size documents.

Image (example: Apple Preview)

The **Scan to Image** feature lets you scan an image directly into your graphics application for image editing. To change the default settings, click the button while holding down the **Ctrl** key and choose **Software Button**.

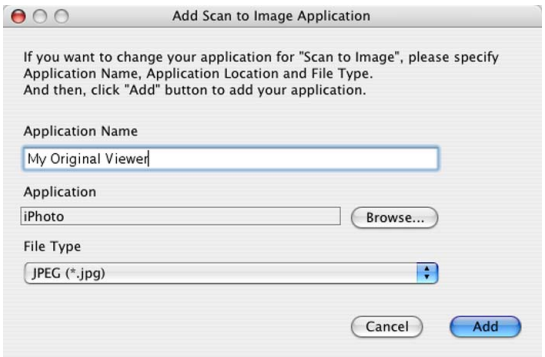


If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.

If you want to scan a duplex document, check **Duplex (two-sided) Scanning** and choose **Long-edge binding** or **Short-edge binding**. (For DCP-9270CDN, MFC-9465CDN and MFC-9970CDW)

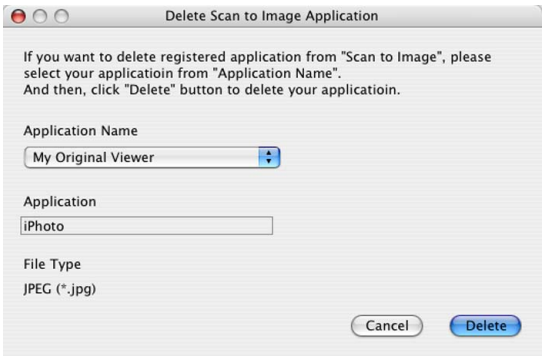
Change the other settings, if needed.

To change the destination application, choose the destination application from the **Target Application** pop-up menu. You can add an application to the list by clicking the **Add** button.



Enter the **Application Name** (up to 30 characters) and choose your preferred application by clicking the **Browse** button. Also choose the **File Type** from the pop-up menu.

You can delete an application that you have added. Just choose the **Application Name** and click the **Delete** button.



Note

This function is also available for **Scan to E-mail** and **Scan to OCR**. The window may vary depending on the function.

If you choose **Secure PDF** from the **File Type** list, the **Set PDF Password** dialog box appears. Enter your password in the **Password** and **Re-type Password** box and then click **OK**.

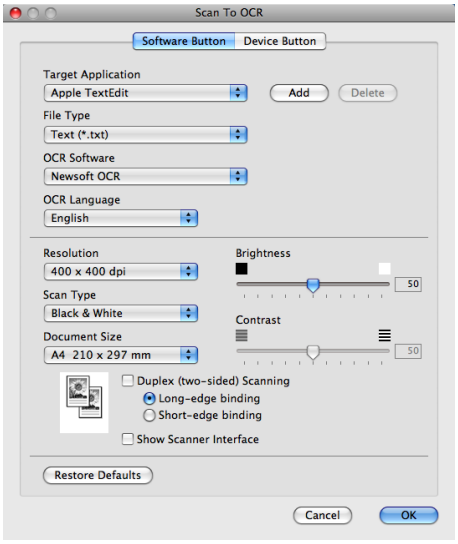
Note

Secure PDF is also available for Scan to E-mail and Scan to File.

OCR (word processing application)

Scan to OCR converts the graphic page image data into text which can be edited by any word processing application. You can change the default word processing application.

To configure **Scan to OCR**, click the button while holding down the **Ctrl** key and choose **Software Button**.



To change the word processing application, choose the destination word processing application from the **Target Application** pop-up menu. You can add an application to the list by clicking the **Add** button. To delete an application, click the **Delete** button.

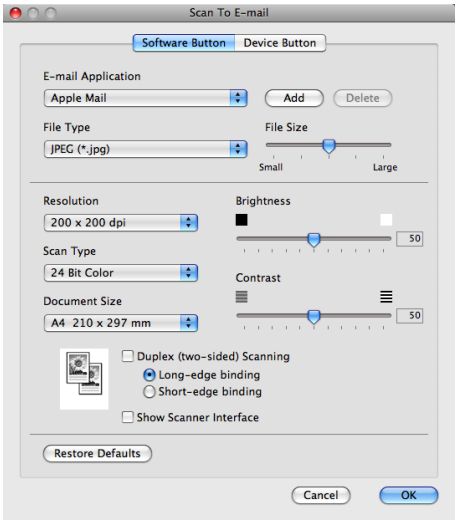
If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.

If you want to scan a duplex document, check **Duplex (two-sided) Scanning** and choose **Long-edge binding** or **Short-edge binding**. (For DCP-9270CDN, MFC-9465CDN and MFC-9970CDW)

Note

The Scan to OCR function is available for English, French, German, Dutch, Italian, Spanish, Portuguese, Danish, Swedish, Japanese, Korean, Traditional Chinese and Simplified Chinese.

E-mail



The **Scan to E-mail** feature lets you scan a document to your default E-mail application, so you can send the scanned job as an attachment. To change the default E-mail application or attachment file type, click the button while holding down the **Ctrl** key and choose **Software Button**.

To change the E-mail application, choose your preferred E-mail application from the **E-mail Application** pop-up menu. You can add an application to the lists by clicking the **Add** button [1]. To delete an application, click the **Delete** button.

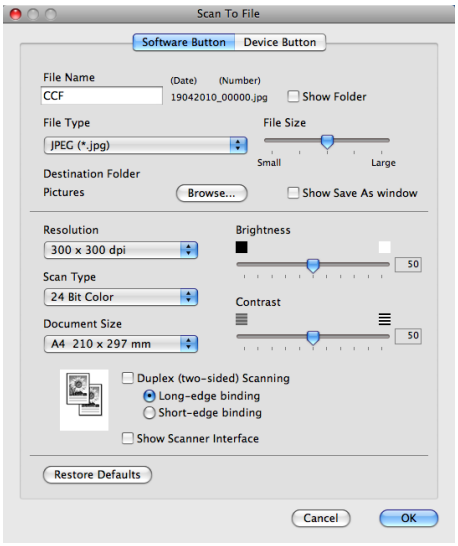
[1] When you first start ControlCenter2 a default list of compatible E-mail applications will appear in the pop-up menu. If you are having trouble using a custom application with ControlCenter2 you should choose an application from the list.

If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.

If you want to scan a duplex document, check **Duplex (two-sided) Scanning** and choose **Long-edge binding** or **Short-edge binding**. (For DCP-9270CDN, MFC-9465CDN and MFC-9970CDW)

File

The **Scan to File** feature lets you scan an image to a folder on your hard disk in any file format. This lets you easily archive your paper documents. To configure the file type and folder, click the button while holding down the **Ctrl** key and choose **Software Button**.



You can change the File Name. Enter the file name you want to use for the document (up to 100 characters) in the **File Name** box. File name will be the file name you registered, current date and sequential number.

Choose the file type for the saved image from the **File Type** pop-up menu. You can save the file to the default folder, or choose your preferred folder by clicking the **Browse** button.

To show where the scanned image is saved when scanning is finished, check **Show Folder** box. To specify the destination of the scanned image everytime, check **Show Save As Window** box.

If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.

If you want to scan a duplex document, check **Duplex (two-sided) Scanning** and choose **Long-edge binding** or **Short-edge binding**. (For DCP-9270CDN, MFC-9465CDN and MFC-9970CDW)

Note

For supported file types, see *File types* on page 177.

CUSTOM SCAN

There are four buttons which you can configure to fit your scanning needs.

To customize a button, click the button while holding down the **Ctrl** key, and the configuration window appears. There are four scan functions: **Scan to Image**, **Scan to OCR**, **Scan to E-mail** and **Scan to File**.

- **Scan to Image**

  Lets you scan a page directly into any image viewer/editor software. You can choose any image editor application on your Macintosh as a destination.

- **Scan to OCR**

  Converts scanned documents into editable text files. You can choose the destination application for the editable text. You must install Presto! PageManager for this feature. Presto! PageManager is available as a download from http://nj.newsoft.com.tw/download/brother/PM9SEinstaller_BR_multilang.dmg

- **Scan to E-mail**

  Attaches the scanned images to an E-mail message. You can also choose the file attachment type and create a quick send list of E-mail addresses chosen from your E-mail address book.

- **Scan to File**

  Lets you save a scanned image to any folder on a local or network hard disk. You can also choose the file type to be used.



File types

You can choose from the following list of file types for attachments or for saving to a folder.

Choose from the pop-up menu the type of file you want the scanned images to be saved in.

- **Windows Bitmap (*.bmp)**
- **JPEG (*.jpg)**
- **TIFF (*.tif)**
- **TIFF Multi-Page (*.tif)**
- **Portable Network Graphics (*.png)**
- **PDF (*.pdf)**
- **Secure PDF (*.pdf)**

Note

- If you set the file type to TIFF or TIFF Multi-Page, you can choose “Uncompressed” or “Compressed”.
- Secure PDF is available for Scan to Image, Scan to E-mail and Scan to File.

Document Size

You can choose the document size from the pull-down list. If you choose a “1 to 2” document size, such as **1 to 2 (A4)**, the scanned image will be divided into two A5 size documents.

User-defined button

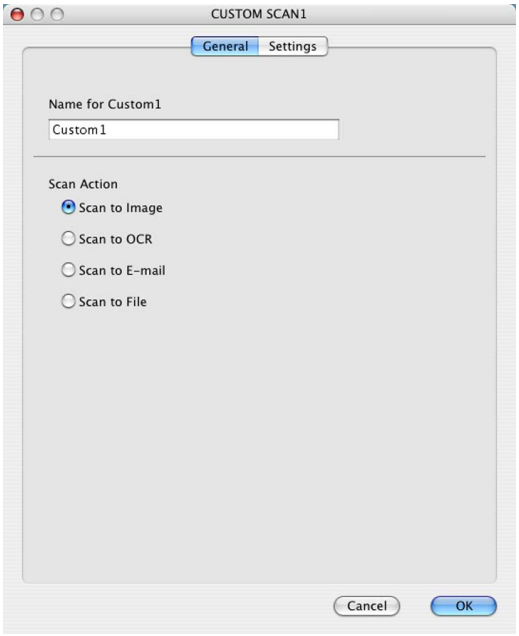
To customize a button, click the button while holding down the **Ctrl** key, and the configuration window appears. Follow these guidelines for button configuration.

Scan to Image

■ **General** tab

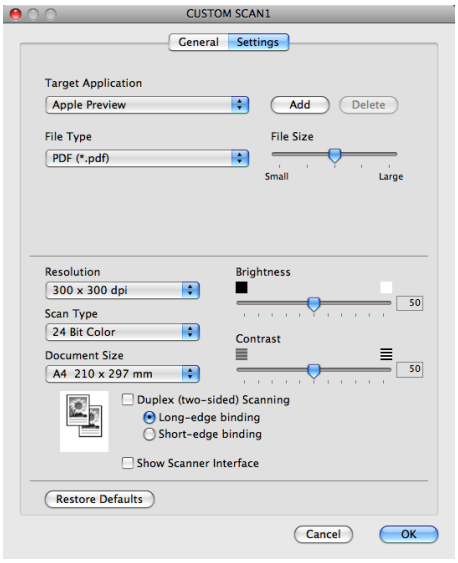
Enter a name in **Name for Custom** (up to 30 characters) to create the button name.

Choose the type of scan from the **Scan Action** field.



■ **Settings** tab

Choose the **Target Application**, **File Type**, **Resolution**, **Scan Type**, **Document Size**, **Duplex (two-sided) Scanning** (For DCP-9270CDN, MFC-9465CDN and MFC-9970CDW, if necessary), **Show Scanner Interface**, **Brightness** and **Contrast** settings.



If you choose **Secure PDF** from the **File Type** list, the **Set PDF Password** dialog box appears. Enter your password in the **Password** and **Re-type Password** box and then click **OK**.

Note

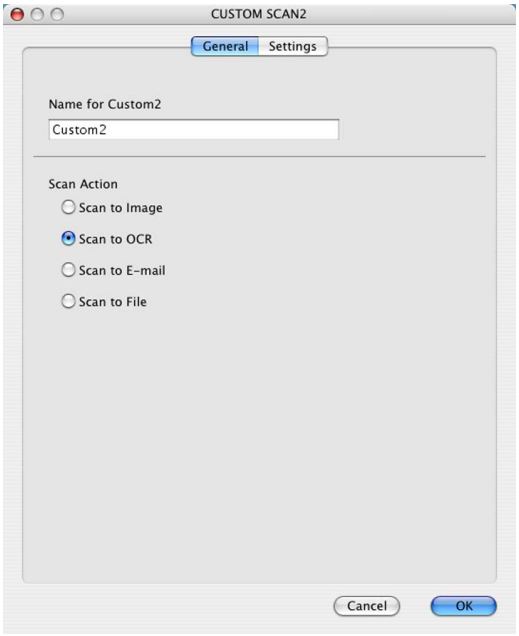
Secure PDF is also available for Scan to E-mail and Scan to File.

Scan to OCR

■ **General** tab

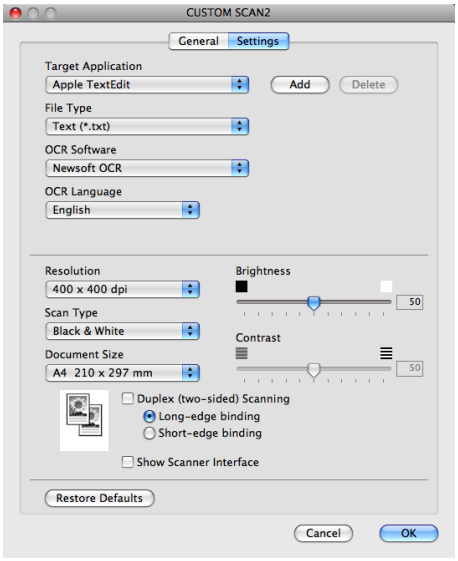
Enter a name in **Name for Custom** (up to 30 characters) to create the button name.

Choose the type of scan from the **Scan Action** field.



■ **Settings** tab

Choose the **Target Application**, **File Type**, **OCR Software**, **OCR Language**, **Resolution**, **Scan Type**, **Document Size**, **Duplex (two-sided) Scanning** (For DCP-9270CDN, MFC-9465CDN and MFC-9970CDW, if necessary), **Show Scanner Interface**, **Brightness** and **Contrast** settings.



Note

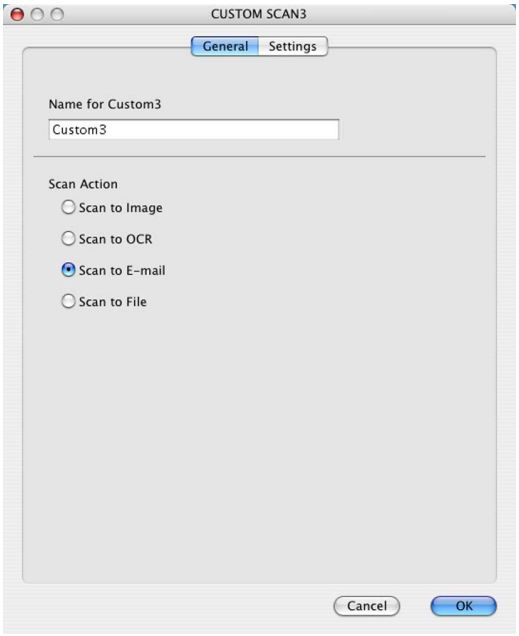
The Scan to OCR function is available for English, French, German, Dutch, Italian, Spanish, Portuguese, Danish, Swedish, Japanese, Korean, Traditional Chinese and Simplified Chinese.

Scan to E-mail

■ **General** tab

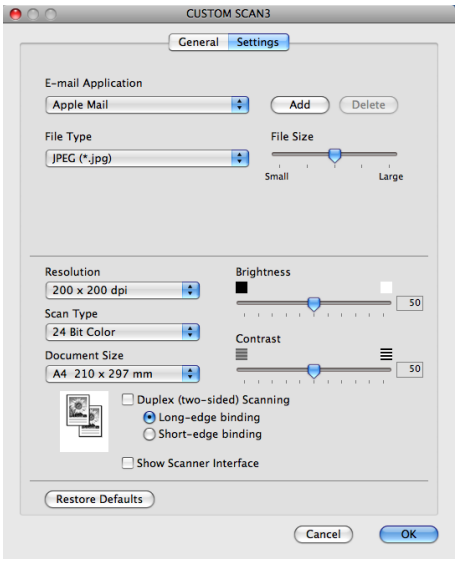
Enter a name in **Name for Custom** (up to 30 characters) to create the button name.

Choose the type of scan from the **Scan Action** field.



■ **Settings** tab

Choose the **E-mail Application**, **File Type**, **Resolution**, **Scan Type**, **Document Size**, **Duplex (two-sided) Scanning** (For DCP-9270CDN, MFC-9465CDN and MFC-9970CDW, if necessary), **Show Scanner Interface**, **Brightness** and **Contrast** settings.

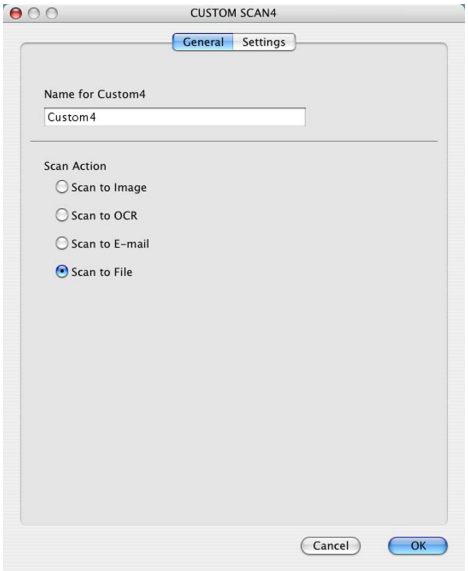


Scan to File

■ **General** tab

Enter a name in **Name for Custom** (up to 30 characters) to create the button name.

Choose the type of scan from the **Scan Action** field.



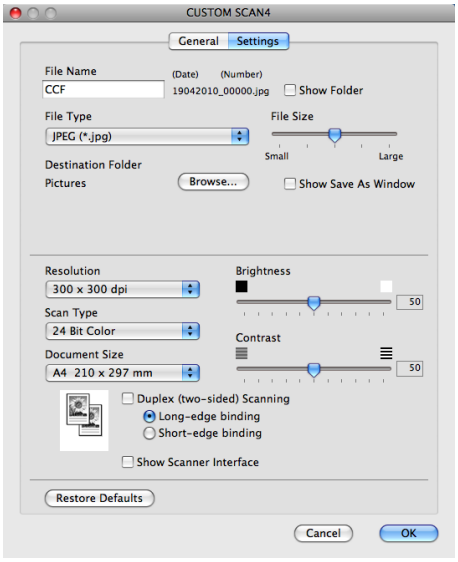
■ **Settings** tab

Choose the file format from the **File Type** pop-up menu. Save the file to the default folder or choose your preferred folder by clicking the **Browse** button.

Choose the **Resolution**, **Scan Type**, **Document Size**, **Duplex (two-sided) Scanning** (For DCP-9270CDN, MFC-9465CDN and MFC-9970CDW, if necessary), **Show Scanner Interface**, **Brightness** and **Contrast** settings and enter the file name if you want to change it.

If you want to specify the destination of the scanned image, check **Show Save As Window**.

If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.



COPY / PC-FAX (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)

COPY - Lets you use your Macintosh and any printer driver for enhanced copy operations. You can scan a page on the machine and print the copies using any of the features of the machine's printer driver, or you can direct the copy output to any standard printer driver installed on your Macintosh including network printers.

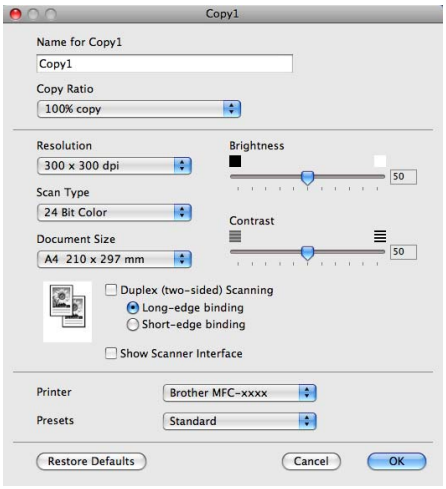
PC-FAX - Lets you scan a page or document and automatically send the image as a fax from the Macintosh. (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)

You can configure your preferred settings on up to four buttons.

The **Copy1**-**Copy4** buttons can be customized to let you use advanced copy and fax functions such as N in 1 printing.



To use the **Copy** buttons, configure the printer driver by clicking the button while holding down the **Ctrl** key.



Enter a name in **Name for Copy** (up to 30 characters).

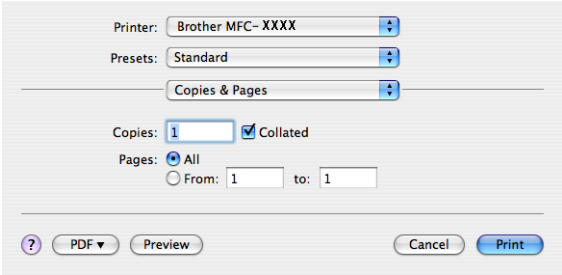
Choose the **Copy Ratio**, **Resolution**, **Scan Type**, **Document Size**, **Duplex (two-sided) Scanning** (For DCP-9270CDN, MFC-9465CDN and MFC-9970CDW, if necessary), **Show Scanner Interface**, **Brightness** and **Contrast** settings to be used.

Before finishing the **Copy** button configuration, select the **Printer**. Then choose your print settings from the **Presets** pop-up menu, then click **OK** to close the dialog box. By clicking the configured copy button, the print settings opens.

■ (Mac OS X 10.4.11)

To copy, choose **Copies & Pages** from the pop-up menu.

To fax, choose **Send Fax** from the pop-up menu. (See *Sending a fax (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)* on page 153.)



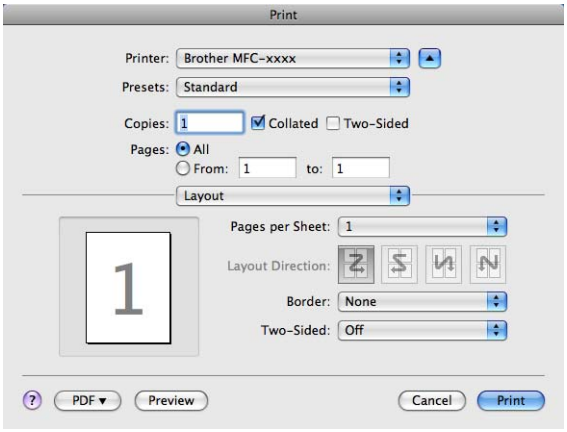
■ (Mac OS X 10.5.x to 10.6.x)

For more options click the triangle beside the Printer pop-up menu.

To copy, click the **Print** button.

To fax, click the disclosure triangle beside the Printer pop-up menu and then choose **Send Fax** from the pop-up menu. (See *Sending a fax (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)* on page 153.)





DEVICE SETTINGS

You can configure or check the machine settings.

- **Remote Setup** (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)

  Lets you open the Remote Setup Program. (See *Remote Setup* on page 196.)

- **Quick-Dial** (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)

  Lets you open the Set Quick-Dial window of Remote Setup. (See *Remote Setup* on page 196.)

- **Status Monitor**

  Allows you to open the Status Monitor Utility.

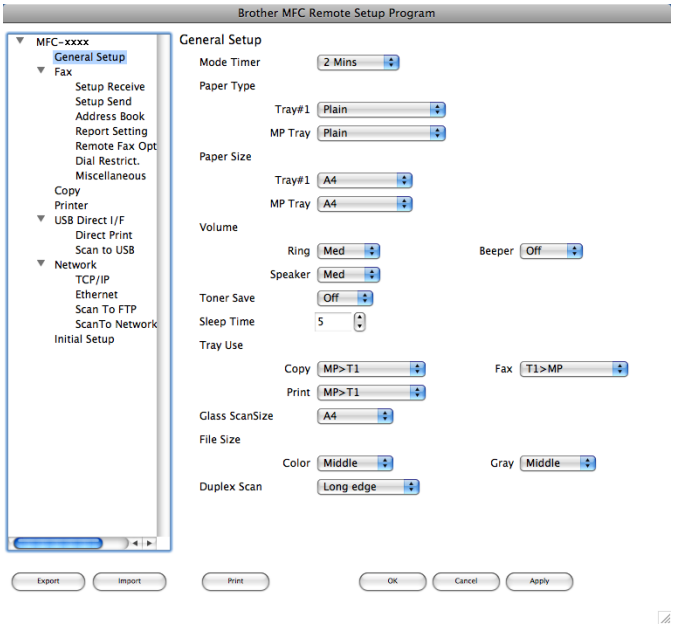


Remote Setup (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)

The **Remote Setup** button lets you open the Remote Setup Program window to configure the machine setting menus.

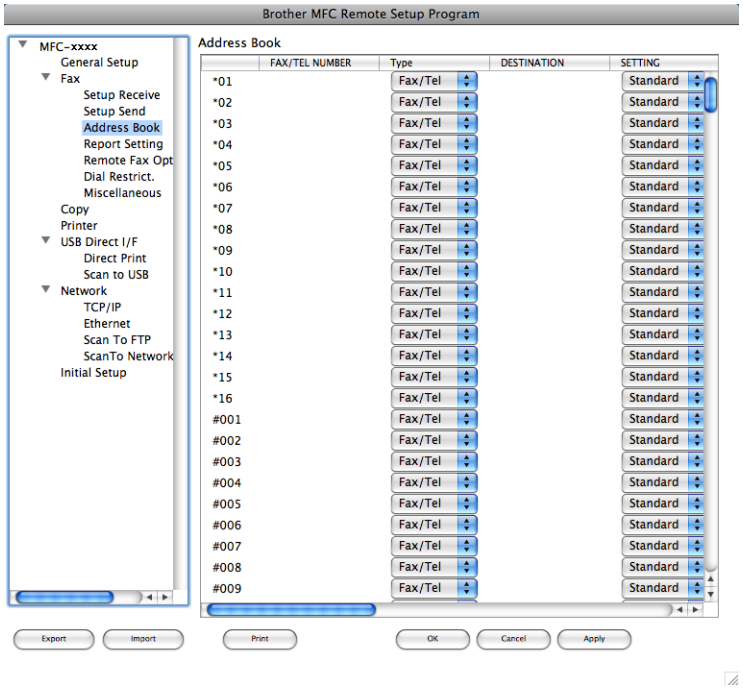
Note

For details, see *Remote Setup* on page 196.



Quick-Dial (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)

The **Quick-Dial** button lets you open the **Address Book** window in the Remote Setup Program, so you can easily register or change the Quick-Dial numbers on your Macintosh.



Status Monitor

The **Status Monitor** button allows you to monitor the status of one devices, allowing you to get immediate notification of errors such as a paper jam. (See *Status Monitor* on page 151.)



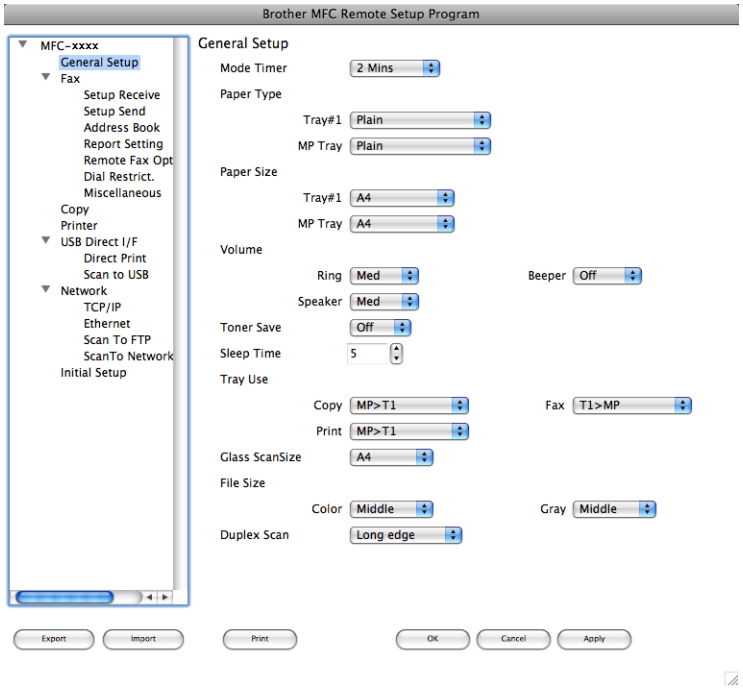
11 Remote Setup

Remote Setup (For MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)

The **Remote Setup** application lets you configure many machine and network settings from a Macintosh application. When you access this application, the settings on your machine will be downloaded automatically to your Macintosh and displayed on your Macintosh screen. If you change the settings, you can upload them directly to the machine.

Note

The **RemoteSetup** application icon is in **Macintosh HD**/**Library**/**Printers**/**Brother**/**Utilities**.



■ **OK**

Lets you start uploading data to the machine and exit the Remote Setup application. If an error message is displayed, enter the correct data again and then click **OK**.

■ **Cancel**

Lets you exit the Remote Setup application without uploading data to the machine.

■ **Apply**

Lets you upload data to the machine without exiting the Remote Setup application.

■ **Print**

Lets you print the chosen items on the machine. You cannot print the data until it is uploaded to the machine. Click **Apply** to upload the new data to the machine and then click **Print**.

■ **Export**

Lets you save the current configuration setting to a file.

■ **Import**

Lets you read the setting from a file.

Note

- You can use the **Export** and **Import** buttons to save Quick Dial or all your settings for your machine.
- If you need to change the machine that was registered to your Macintosh during the installation of MFL-Pro Suite (see the *Quick Setup Guide*), or if the network environment was changed, you need to specify the new machine. Open the **Device Selector** and choose the new machine. (For network users only.)
- If the Secure Function Lock is set to on, you cannot use Remote Setup.

Section IV

Using The Scan key

Scanning (For USB cable users) 199

Network Scanning 215

12 Scanning (For USB cable users)

Using the Scan key

Note

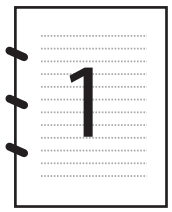
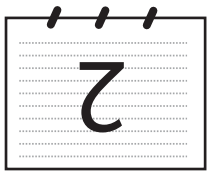
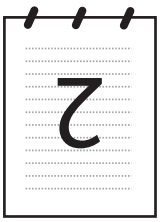
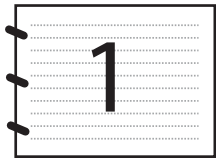
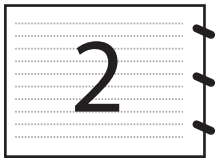
If you use the **SCAN** key when connected to a network, see *Network Scanning* on page 215.

You can use  (**SCAN**) on the control panel to scan documents into your word processing, graphics or E-mail applications or a folder on your computer.

Before you can use  (**SCAN**) on the control panel, you have to install the Brother MFL-Pro Suite and connect the machine to your computer. If you installed the MFL-Pro Suite from the included CD-ROM then the correct drivers and ControlCenter4 or ControlCenter2 are installed. Scanning by  (**SCAN**) follows the configuration on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of ControlCenter2. (For Windows®, see *Configuring Scan button settings* on page 82 for **Home Mode** or *Configuring Scan button settings* on page 93 for **Advanced Mode**. For Macintosh, see *SCAN* on page 176.) For details about how to configure the scan settings of ControlCenter4 or ControlCenter2 buttons and to launch the application of your choice using  (**SCAN**), see *ControlCenter4* on page 71 or *ControlCenter2* on page 174.

Note

- If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose `2sided (L)edge` or `2sided (S)edge` (For MFC-9465CDN) or, `DuplexScan : LongEdge` or `DuplexScan : ShortEdge` (For DCP-9270CDN and MFC-9970CDW) depending on your document layout.
- Choose your document layout from the following table:

Portrait		Landscape		LCD Message
Front	Back	Front	Back	
				`(L)edge` `DuplexScan : LongEdge` (Long edge) 
Front	Back	Front	Back	
				`(S)edge` `DuplexScan : ShortEdge` (Short edge) 

Document Layout Table

- Duplex Scan is supported on the DCP-9270CDN, MFC-9465CDN and MFC-9970CDW.
- Duplex Scan is available from the ADF only.
- The XPS file format is available for Windows Vista® and Windows® 7, or when using applications which support XML Paper Specification files.

Scan to USB (For DCP-9270CDN, MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)

You can scan black & white and colour documents directly to a USB Flash memory drive. Black and white documents will be stored in the TIFF (*.TIF), PDF (*.PDF), PDF/A (*.PDF), Secure PDF (*.PDF) or Signed PDF (*.PDF) file formats. Colour documents may be stored in JPEG (*.JPG), PDF (*.PDF), PDF/A (*.PDF), Secure PDF (*.PDF), Signed PDF (*.PDF) or XPS (*.XPS) file formats. The default File names are based on the current date. You can change the colour, quality and file name.

Note

- PDF/A is a PDF file format intended for long-term archiving. This format contains all the necessary information to be able to reproduce the document after long-term storage.
- A Signed PDF (`Signed PDF`) helps prevent data tampering and the impersonation of an author by including a digital certificate within the document.
- If you choose `Signed PDF`, you must install and then configure a certificate to your machine using Web Based Management.

  For the details of the certificate installation, see Using Certificates for device security in the *Network User's Guide*.

  After the installation, you can configure a certificate using the following steps.

  1. Start your web browser and type `http://xxx.xxx.xxx.xxx` (where xxx.xxx.xxx.xxx is the IP address of your machine) into your browser.
  2. Click **Administrator Settings**.
  3. Enter a user name and a password. The default User Name is “**admin**” and the default password is “**access**”.
  4. Choose **Configure Signed PDF Settings** for a configuration.

Resolution	File Format Options
Color 100 dpi	PDF / PDF/A / Secure PDF / Signed PDF / JPEG / XPS
Color 200 dpi	PDF / PDF/A / Secure PDF / Signed PDF / JPEG / XPS
Color 300 dpi	PDF / PDF/A / Secure PDF / Signed PDF / JPEG / XPS
Color 600 dpi	PDF / PDF/A / Secure PDF / Signed PDF / JPEG / XPS
Gray 100 dpi	PDF / PDF/A / Secure PDF / Signed PDF / JPEG / XPS
Gray 200 dpi	PDF / PDF/A / Secure PDF / Signed PDF / JPEG / XPS
Gray 300 dpi	PDF / PDF/A / Secure PDF / Signed PDF / JPEG / XPS
B&W 200 dpi	PDF / PDF/A / Secure PDF / Signed PDF / TIFF
B&W 200x100 dpi	PDF / PDF/A / Secure PDF / Signed PDF / TIFF

1. Put a USB Flash memory drive into your machine.
2. Load your document.
3. Press  (**SCAN**).
4. Press ▲ or ▼ to choose `Scan to USB`.
   Press **OK**.
   If your machine does not support Duplex Scan, go to step ❻.
   If your machine supports Duplex Scan, go to step ❺.
5. Press ▲ or ▼ to choose `1sided`, `2sided (L)edge` or `2sided (S)edge`.
   Press **OK**.
6. Choose one of the options below:
   - To change the setting press ▲ or ▼ to choose `Change Setting`. Press **OK** and go to step ❼.
   - To start scanning with the settings you set in the Function Menu (**Menu**, **5**, **2**), choose `Start Scan`. Press **OK** and go to step ⓫.
7. Press ▲ or ▼ to choose the quality you want.
   Press **OK**.
8. Press ▲ or ▼ to choose the file type you want.
   Press **OK**.
   If you choose colour or Grey in the resolution setting, go to step ❾.
   If you choose monochrome in the resolution setting, go to step ❿.

Note

- If you choose colour or Grey in the resolution setting, you cannot choose `TIFF`.
- If you choose monochrome in the resolution setting, you cannot choose `JPEG` or `XPS`.
- If you choose `Secure PDF`, the machine will ask you to enter a 4 digit password using numbers 0-9 before it starts scanning.

9 Press ▲ or ▼ to choose the file size you want.
Press **OK** and go to step ⓾.

10 The file name is set automatically. However, you can create a name of your choice using the dial pad. You can only change the first 6 digits of the file name.
Press **OK**.

Note

Press **Clear** to delete the letters you entered.

11 Press **Mono Start** or **Colour Start** to start scanning.

⚠ CAUTION

The LCD shows `Scanning. Keep Device in Slot.` while reading the data. DO NOT unplug the power cord or remove the USB Flash memory drive from the machine while it is reading the data. You could lose your data or damage the USB Flash memory drive.

Changing the default file size

You can set your own default setting for the file size. For a higher quality scan, choose the large file size. For a smaller file size, choose the small file size.

1 Press **Menu**, **1**, **8**, **2**.

2 Press ▲ or ▼ to choose `1.Color` or `2.Gray`. Press **OK**.

3 Press ▲ or ▼ to choose `Middle`, `Large` and `Small`. Press **OK**.

4 Press **Stop/Exit**.

Note

You cannot choose the file size when you scan a document in black and white. Black and white documents will be stored in the TIFF file format and the data will not be compressed.

Changing the default resolution and file type

1 Press **Menu**, **5**, **2**, **1**.

2 Press ▲ or ▼ to choose `Color 100 dpi`, `Color 200 dpi`, `Color 300 dpi`, `Color 600 dpi`, `Gray 100 dpi`, `Gray 200 dpi`, `Gray 300 dpi`, `B&W 200 dpi` or `B&W 200x100 dpi`.
Press **OK**.

3 Do one of the following:

- For black & white file format:

  Press ▲ or ▼ to choose `PDF`, `PDF/A`, `Secure PDF`, `Signed PDF` or `TIFF`.

  Press **OK**.

- For Colour or Grey file format:

  Press ▲ or ▼ to choose `PDF`, `PDF/A`, `Secure PDF`, `Signed PDF`, `JPEG` or `XPS`.

  Press **OK**.

4 Press **Stop/Exit**.

Changing the default file name

1 Press **Menu**, **5**, **2**, **2**.

2 Enter the file name (up to 6 characters).
Press **OK**.

Note

You cannot use a space for the first character.

3 Press **Stop/Exit**.

Understanding the Error Messages

Once you are familiar with the types of errors that can occur while you are using the Scan to USB, you can easily identify and troubleshoot any problems.

- `Protected Device`

  This message will appear if the write-protect switch of the USB Flash memory drive is on.

- `Rename the File`

  This message will appear if there is already a file on the USB Flash memory drive with the same name as the file you are trying to save.

- `Unusable Device`

  This message will appear if your USB Flash memory drive is not supported by your Brother machine.

For Touchscreen models

1. Put a USB Flash memory drive into your machine.
2. Load your document.
3. Press (**SCAN**).
4. Press `Scan to USB`.
   Do one of the following:
   - If you want to change the quality, go to step ❺.
   - Press **Mono Start** or **Colour Start** to start scanning without changing additional settings. Go to step ⓫.
5. Press ◀ or ▶ to display `Quality`. Press `Quality` and then press the quality you want.
   Do one of the following:
   - If you want to change the file type, go to step ❻.
   - Press **Mono Start** or **Colour Start** to start scanning without changing additional settings. Go to step ⓫.
6. Press ◀ or ▶ to display `File Type`. Press `File Type` and then press the file type you want.
   Do one of the following:
   - If you want to change the duplex scan setting, go to step ❼.
   - Press **Mono Start** or **Colour Start** to start scanning without changing additional settings. Go to step ⓫.

Note

- If you choose colour in the quality setting, you cannot choose `TIFF`.
- If you choose black and white in the quality setting, you cannot choose `JPEG` or `XPS`.
- If you choose `Secure PDF`, the machine will ask you to enter a 4 digit password using numbers 0-9 before it starts scanning.

7. Press ◀ or ▶ to display `Duplex Scan`. Press `Duplex Scan` and then press the setting you want.
   Do one of the following:
   - If you want to change the file name, go to step ❽.
   - Press **Mono Start** or **Colour Start** to start scanning without changing additional settings. Go to step ⓫.

8 The file name is set automatically. However, you can create a name of your choice using the character keys on the control panel.
Press ◄ or ► to display `File Name`. Press `File Name` and then enter the file name. You can only change the first 6 digits of the file name. Press `OK`.

Note

Press  to delete the letters you entered.

Do one of the following:

- If you want to change the scanner glass setting, go to step 9.
- Press **Mono Start** or **Colour Start** to start scanning without changing additional settings. Go to step 11.

9 Press ◄ or ► to display `Glass Scan Size`. Press `Glass Scan Size` and then press the setting you want.
Do one of the following:

- If you choose colour or grey in the resolution setting, go to step 10.
- Press **Mono Start** or **Colour Start** to start scanning without changing additional settings. Go to step 11.

10 Press ◄ or ► display `File Size`. Press `File Size` and then press the setting you want.
Press **Mono Start** or **Colour Start** to start scanning without changing additional settings. Go to step 11.

11 If you are using the scanner glass, the LCD displays `Do Not Remove media.Next Page?`. After you finish scanning, make sure you choose `No` before removing the USB Flash memory drive from the machine.

Note

Scan type depends on the settings you choose in step 5 and 6, **Mono Start** or **Colour Start** do not change the setting.

⚠ CAUTION

The LCD shows `Scanning` while reading the data. DO NOT unplug the power cord or remove the USB Flash memory drive from the machine while it is reading the data. You could lose your data or damage the USB Flash memory drive.

Setting the new default

1. Press (**SCAN**).
2. Press `Scan to USB`.
3. Press and choose your new setting. Repeat this step for each setting you want to change.
4. After changing the last setting, press ◀ or ▶ to display `Set New Default`. Press `Set New Default`.
5. Press `Yes` to confirm.
6. Press **Stop/Exit**.

Factory reset

1. Press (**SCAN**).
2. Press `Scan to USB`.
3. Press ◀ or ▶ to display `Factory Reset`. Press `Factory Reset`.
4. Press `Yes` to confirm.
5. Press **Stop/Exit**.

Understanding the Error Messages

Once you are familiar with the types of errors that can occur while you are using the Scan to USB, you can easily identify and troubleshoot any problems.

- `Rename the File`

  This message will appear if there is already a file on the USB Flash memory drive with the same name as the file you are trying to save.

- `Unusable Device`

  This message will appear if your USB Flash memory drive is not supported by your Brother machine.

Scan to E-mail

You can scan either a black and white or colour document into your E-mail application as a file attachment.

1. Load your document.
2. Press  (**SCAN**).
3. Press ▲ or ▼ to choose `Scan to PC`.
   Press **OK**.
4. Press ▲ or ▼ to choose `E-mail`.
   Press **OK**.
   If your machine does not support Duplex Scan, go to step ❻.
   If your machine supports Duplex Scan, go to step ❺.
5. Press ▲ or ▼ to choose `1sided`, `2sided (L)edge` or `2sided (S)edge`.
   Press **OK**.
6. Press **Mono Start** or **Colour Start**.
   The machine starts scanning the document, creates a file attachment, and launches your E-mail application, displaying the new message waiting to be addressed.

For Touchscreen models

1. Load your document.
2. Press  (**SCAN**).
3. Press `Scan to PC`.
4. Press `E-Mail`.
   Do one of the following:
   - If you want to change the duplex setting, press `Duplex Scan` and then press `Off`, `DuplexScan : LongEdge` or `DuplexScan : ShortEdge`. Go to step ❺.
   - To start scanning without changing additional settings, go to step ❺.
5. Press **Mono Start** or **Colour Start**.
   The machine starts scanning the document, creates a file attachment, and launches your E-mail application, displaying the new message waiting to be addressed.

Note

- Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. **Mono Start** or **Colour Start** do not change the settings.
- If you want to change between colour and black and white scanning, choose colour or black and white in the scan type option on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. (For Windows®, see *Configuring Scan button settings* on page 82 for **Home Mode** or *Configuring Scan button settings* on page 93 for **Advanced Mode**. For Macintosh, see *SCAN* on page 176.)
- If you want to change the default file size for JPEG, PDF or Secure PDF, choose your preferred size by moving the scroll bar on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

Scan to Image

You can scan either a black and white or colour document into your graphics application for viewing and editing.

1. Load your document.
2. Press  (**SCAN**).
3. Press ▲ or ▼ to choose `Scan to PC`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Image`.
   Press **OK**.
   If your machine does not support Duplex Scan, go to step ❻.
   If your machine supports Duplex Scan, go to step ❺.
5. Press ▲ or ▼ to choose `1sided`, `2sided (L)edge` or `2sided (S)edge`.
   Press **OK**.
6. Press **Mono Start** or **Colour Start**.
   The machine starts the scanning process.

For Touchscreen models

1. Load your document.
2. Press (**SCAN**).
3. Press `Scan to PC`.
4. Press `Image`.
   Do one of the following:
   - If you want to change the duplex setting, press `Duplex Scan` and then press `Off`, `DuplexScan : LongEdge` or `DuplexScan : ShortEdge`. Go to step ❺.
   - To start scanning without changing additional settings, go to step ❺.
5. Press **Mono Start** or **Colour Start**.
   The machine starts the scanning process.

Note

- Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. **Mono Start** or **Colour Start** do not change the settings.
- If you want to change between colour and black and white scanning, choose colour or black and white in the scan type option on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. (For Windows®, see *Configuring Scan button settings* on page 82 for **Home Mode** or *Configuring Scan button settings* on page 93 for **Advanced Mode**. For Macintosh, see *SCAN* on page 176.)
- If you want to change the default file size for JPEG, PDF or Secure PDF, choose your preferred size by moving the scroll bar on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

Scan to OCR

If your original document is text, you can use ScanSoft™ PaperPort™ 12SE or Presto! PageManager to scan the document and convert it into a text file which can then be edited in your favorite word processing software.

1. Load your document.
2. Press  (**SCAN**).
3. Press ▲ or ▼ to choose `Scan to PC`.
   Press **OK**.
4. Press ▲ or ▼ to choose `OCR`.
   Press **OK**.
   If your machine does not support Duplex Scan, go to step ❻.
   If your machine supports Duplex Scan, go to step ❺.
5. Press ▲ or ▼ to choose `1sided`, `2sided (L)edge` or `2sided (S)edge`.
   Press **OK**.
6. Press **Mono Start** or **Colour Start**.
   The machine starts the scanning process.

For Touchscreen models

1. Load your document.
2. Press  (**SCAN**).
3. Press `Scan to PC`.
4. Press `OCR`.
   Do one of the following:
   - If you want to change the duplex setting, press `Duplex Scan` and then press `Off`, `DuplexScan : LongEdge` or `DuplexScan : ShortEdge`. Go to step ❺.
   - To start scanning without changing additional settings, go to step ❺.
5. Press **Mono Start** or **Colour Start**.
   The machine starts the scanning process.

Note

Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. **Mono Start** or **Colour Start** do not change the settings.

(Windows®)

- If you want to change between colour or black and white scanning, choose colour or black and white in the scan type option on the **Device Scan Settings** screen of ControlCenter4. (See *Configuring Scan button settings* on page 82 for **Home Mode** or *Configuring Scan button settings* on page 93 for **Advanced Mode**.)
- ScanSoft™ PaperPort™ must be installed on your PC.

(Macintosh)

- You must have Presto! PageManager installed on your Macintosh for the OCR feature to work from the **SCAN** key or ControlCenter2. (See *Using Presto! PageManager* on page 171.)
- The Scan to OCR function is available for English, French, German, Dutch, Italian, Spanish, Portuguese, Danish, Swedish, Japanese, Korean, Traditional Chinese and Simplified Chinese.

Scan to File

You can scan a black and white or a colour document into your computer and save it as a file in a folder of your choice. The file type and specific folder are based on the settings you have chosen in the **Device Scan Settings** screen of ControlCenter4 or **Scan To File** screen of ControlCenter2. (For Windows®, see *Configuring Scan button settings* on page 82 for **Home Mode** or *Configuring Scan button settings* on page 93 for **Advanced Mode**. For Macintosh, see *SCAN* on page 176.)

1. Load your document.
2. Press  (**SCAN**).
3. Press ▲ or ▼ to choose `Scan to PC`.
   Press **OK**.
4. Press ▲ or ▼ to choose `File`.
   Press **OK**.
   If your machine does not support Duplex Scan, go to step ❻.
   If your machine supports Duplex Scan, go to step ❺.
5. Press ▲ or ▼ to choose `1sided`, `2sided (L)edge` or `2sided (S)edge`.
   Press **OK**.
6. Press **Mono Start** or **Colour Start**.
   The machine starts the scanning process.

For Touchscreen models

1. Load your document.
2. Press  (**SCAN**).
3. Press `Scan to PC`.
4. Press `File`.
   Do one of the following:
   - If you want to change the duplex setting, press `Duplex Scan` and then press `Off`, `DuplexScan : LongEdge` or `DuplexScan : ShortEdge`. Go to step ❺.
   - To start scanning without changing additional settings, go to step ❺.
5. Press **Mono Start** or **Colour Start**.
   The machine starts the scanning process.

Note

- Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. **Mono Start** or **Colour Start** do not change the settings.
- If you want to change between colour and black and white scanning, choose colour or black and white in the scan type option on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. (For Windows®, see *Configuring Scan button settings* on page 82 for **Home Mode** or *Configuring Scan button settings* on page 93 for **Advanced Mode**. For Macintosh, see *SCAN* on page 176.)
- If you would like to display the folder window after scanning the document, select **Show Folder** on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.
- If you would like to change the file name of scanned documents, enter the file name in the **File Name** section on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.
- If you want to change the default file size for JPEG, PDF or Secure PDF, choose your preferred size by moving the scroll bar on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

13 Network Scanning

To use the machine as a network scanner, the machine must be configured with a TCP/IP address. You can set or change the address settings from the control panel (see *Printing the Network Configuration List* in the *Network User's Guide*) or by using the BRAdmin Professional software. If you installed the machine following the instructions for a network user in the *Quick Setup Guide* then the machine should already be configured for your network.

Note

- For network scanning, a maximum of 25 clients can be connected to one machine on a network. For example, if 30 clients try to connect at a time, 5 of those clients will not be shown on the LCD.
- **<For Windows®>** If your PC is protected by a firewall and is unable to network scan, you may need to configure the firewall settings to allow communication through port number 54925 and 137. (See *Before using the Brother software* on page 118.)

Before using Network Scanning

Network licence (Windows®)

This product includes a PC licence for up to 5 Users.

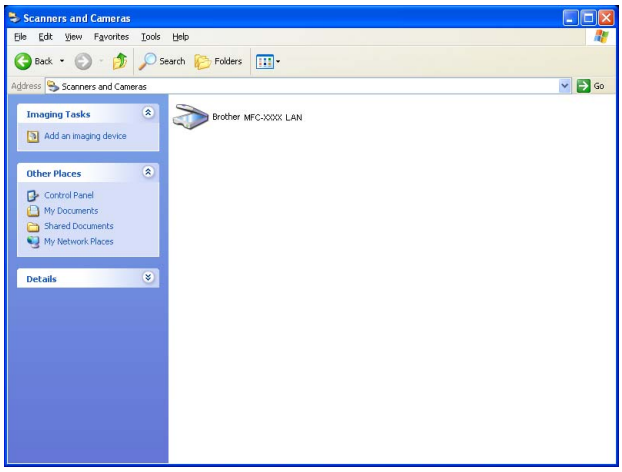
This licence supports the installation of the MFL-Pro Software Suite including ScanSoft™ PaperPort™ 12SE or ScanSoft™ PaperPort™ 11SE on up to 5 PCs on the network.

If you want to use more than 5 PCs with ScanSoft™ PaperPort™ 12SE or ScanSoft™ PaperPort™ 11SE installed, please buy the Brother NL-5 pack which is a multiple PC licence agreement pack for up to 5 additional users. To buy the NL-5 pack, contact your Brother dealer.

Configuring Network Scanning (Windows®)

If you are using a different machine than the one that was originally registered to your PC during the installation of MFL-Pro Suite software (see the *Quick Setup Guide*), follow the steps below.

1. (Windows® 2000)
   Click the **Start** button, **Settings**, **Control Panel**, then **Scanners and Cameras**.
   (Windows® XP)
   Click the **start** button, **Control Panel**, **Printers and Other Hardware**, then **Scanners and Cameras** (or **Control Panel**, **Scanners and Cameras**).
   (Windows Vista®)
   Click the  button, **Control Panel**, **Hardware and Sound**, then **Scanner and Cameras**.
   (Windows® 7)
   Click the  button, **All Programs**, **Brother**, **MFC-xxxx LAN**, **Scanner Settings**, then **Scanners and Cameras**.



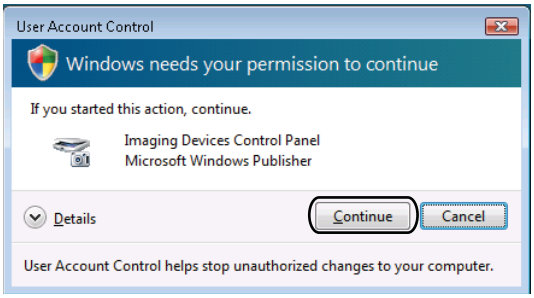
2. Do one of the following:
   - (Windows® 2000) Select your Brother machine from the list and click **Properties**.
   - (Windows® XP) Right-click the Scanner Device icon and choose **Properties**.
     The Network Scanner Properties dialog box appears.
   - (Windows Vista® and Windows® 7) Click the **Properties** button.

Note

(Windows Vista® and Windows® 7) When the **User Account Control** screen appears, do the following.

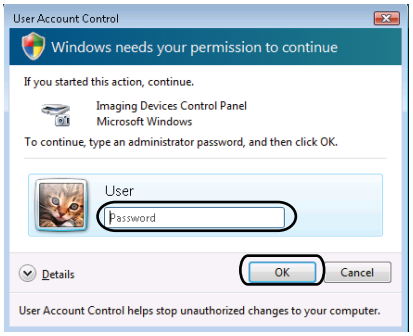
- (Windows Vista®) For users who have administrator rights: Click **Continue**.

  (Windows® 7) For users who have administrator rights: Click **Yes**.

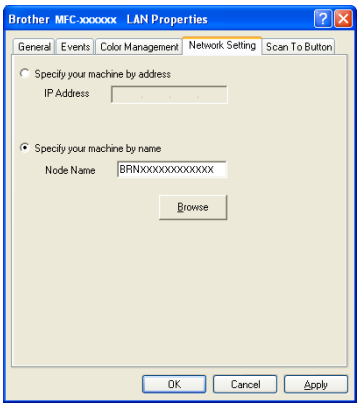


- (Windows Vista®) For users who do not have administrator rights: Enter the administrator password and click **OK**.

  (Windows® 7) For users who do not have administrator rights: Enter the administrator password and click **Yes**.



3 Click the **Network Setting** tab and choose the appropriate connection method.

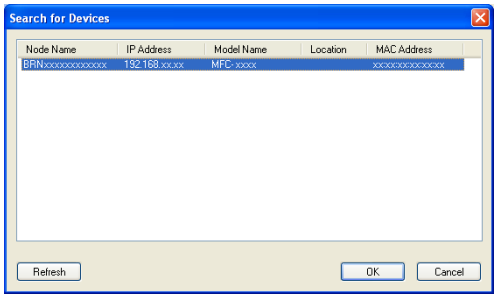


Specify your machine by address

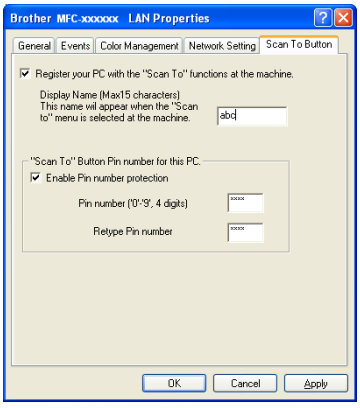
Enter the IP address of the machine in **IP Address**, and then click **Apply**.

Specify your machine by name

Enter the machine node name in **Node Name**, or click **Browse** and choose the device you want to use and then click **OK**.



4 Click the **Scan To Button** tab and enter your PC name in the **Display Name (Max 15 characters)** field. The machine's LCD displays the name you enter. The default setting is your PC name. You can enter any name that you like (Max. 15 characters).



5 If you want to avoid receiving unwanted documents, enter a 4-digit PIN number in the **Pin number** and **Retype Pin number** field. To send data to a PC protected by a PIN number, the LCD prompts you to enter the PIN number before the document can be scanned and sent to the PC. (See *Using the Scan key on your network* on page 220.)

Configuring Network Scanning (Macintosh)

If you want to scan from the machine on a network, you must choose the networked machine in the Device Selector application located in **Macintosh HD**/**Library**/**Printers**/**Brother**/**Utilities**/**DeviceSelector** or from the **Model** drop-down list in the main screen of ControlCenter2. If you have already installed the MFL-Pro Suite Software following the network installation steps in the *Quick Setup Guide* then this selection should already be made.

1. From **Library**, choose **Printers**, **Brother**, **Utilities** and **DeviceSelector**, and then double-click **Device Selector**.
   The **Device Selector** window appears. This window can also be opened from ControlCenter2.
   For more information, see *Using ControlCenter2* on page 174.

2. Specify your machine by IP address or mDNS service Name. To change the IP address, enter the new IP address. You can also choose a machine from the list of the available machines. Click **Browse** to show the list.



3. Click **OK**.

Note

- To use ‘Scan To’ button features on the machine, click the check box for **Register your computer with the "Scan To" functions at the machine**. Then enter the name you want to be displayed on the machines LCD for your Macintosh. You can use up to 15 characters.
- You can avoid receiving unwanted documents by setting a 4-digit PIN number. Enter your PIN number in the **PIN number** and **Retype PIN number** field. To send data to a computer protected by a PIN number, the LCD prompts you to enter the PIN number before the document can be scanned and sent to the computer. (See *Using the Scan key on your network* on page 220.)

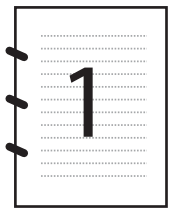
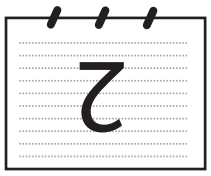
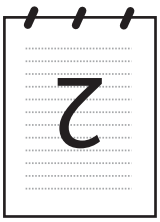
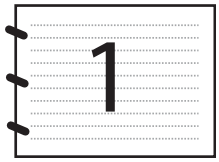
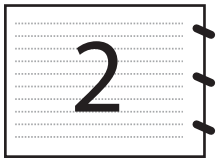
Using the Scan key on your network

You can use  (**SCAN**) on the control panel to scan documents into your word processing, graphics or E-mail applications or a folder on your computer.

Before you can use  (**SCAN**) on the control panel, you have to install the Brother MFL-Pro Suite and connect the machine to your computer. If you installed the MFL-Pro Suite from the included CD-ROM then the correct drivers and ControlCenter4 or ControlCenter2 are installed. Scanning by  (**SCAN**) follows the configuration on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of ControlCenter2. (For Windows®, see *Configuring Scan button settings* on page 82 for **Home Mode** or *Configuring Scan button settings* on page 93 for **Advanced Mode**. For Macintosh, see *SCAN* on page 176.) For details about how to configure the scan settings of ControlCenter4 or ControlCenter2 buttons and to launch the application of your choice using  (**SCAN**), see *ControlCenter4* on page 71 or *ControlCenter2* on page 174.

Note

- If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose `2sided (L)edge` or `2sided (S)edge` (For MFC-9465CDN) or, `DuplexScan : LongEdge` or `DuplexScan : ShortEdge` (For DCP-9270CDN and MFC-9970CDW) depending on your document layout.
- Choose your document layout from the following table:

Portrait		Landscape		LCD Message
Front	Back	Front	Back	
				`(L)edge` `DuplexScan : LongEdge` (Long edge) 
Front	Back	Front	Back	
				`(S)edge` `DuplexScan : ShortEdge` (Short edge) 

Document Layout Table

- Duplex Scan is supported on the DCP-9270CDN, MFC-9465CDN and MFC-9970CDW.
- Duplex Scan is available from the ADF only.
- The XPS file format is available for Windows Vista® and Windows® 7, or when using applications which support XML Paper Specification files.

Scan to E-mail

When you choose Scan to E-mail (PC) your document will be scanned and sent directly to the computer you designated on your network. ControlCenter4 or ControlCenter2 will activate the default E-mail application on the designated computer. You can scan and send a black and white or colour document from the computer as an attachment.

1. Load your document.
2. Press  (**SCAN**).
3. Press ▲ or ▼ to choose `Scan to PC`.
   Press **OK**.
4. Press ▲ or ▼ to choose `E-mail`.
   Press **OK**.
   If your machine does not support Duplex Scan, go to step ❻.
   If your machine supports Duplex Scan, go to step ❺.
5. Press ▲ or ▼ to choose `1sided`, `2sided (L)edge` or `2sided (S)edge`.
   Press **OK**.
6. Press ▲ or ▼ to choose the destination computer you want to use for E-mailing your document.
   Press **OK**.
   If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination computer on the control panel.
   Press **OK**.
7. Press **Mono Start** or **Colour Start**.
   The machine starts the scanning process.

For Touchscreen models

1. Load your document.
2. Press  (**SCAN**).
3. Press `Scan to PC`.
4. Press `E-Mail`.

5 Press ▲ or ▼ to choose the destination computer you want to use for E-mailing your document.
Press OK.
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination computer on the LCD.
Press OK.

6 Do one of the following:

- If you want to change the duplex setting, press Duplex Scan and then press Off, DuplexScan : LongEdge or DuplexScan : ShortEdge. Go to step ❼.
- To start scanning without changing additional settings, go to step ❼.

7 Press **Mono Start** or **Colour Start**.
The machine starts the scanning process.

Note

- Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. **Mono Start** or **Colour Start** do not change the settings.
- If you want to change between colour and black and white scanning, choose colour or black and white in the scan type option on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. (For Windows®, see *Configuring Scan button settings* on page 82 for **Home Mode** or *Configuring Scan button settings* on page 93 for **Advanced Mode**. For Macintosh, see *SCAN* on page 176.)
- If you want to change the default file size, choose your preferred size by moving the scroll bar on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

Scan to E-mail (E-mail Server, For DCP-9270CDN, MFC-9460CDN, MFC-9465CDN and MFC-9970CDW)

MFC-9460CDN and MFC-9465CDN can be assigned an E-mail address allowing you to send, receive or forward documents over a Local Area Network or the Internet to computers or other Internet Fax machines. In order to use this function, please download the necessary software from the Brother Solutions Center (http://solutions.brother.com/).

When you choose Scan to E-mail (E-mail Server) you can scan a black and white or colour document and send it directly to an E-mail address from the machine. You can choose PDF, PDF/A, Secure PDF, Signed PDF or TIFF for black and white and PDF, PDF/A, Secure PDF, Signed PDF, XPS or JPEG for colour.

Note

- PDF/A is a PDF file format intended for long-term archiving. This format contains all the necessary information to be able to reproduce the document after long-term storage.
- A Signed PDF (`Signed PDF`) helps prevent data tampering and the impersonation of an author by including a digital certificate within the document.
- If you choose `Signed PDF`, you must install and then configurea certificate to your machine using Web Based Management.

  For the details of the certificate installation, see Using Certificates for device security in the *Network User's Guide*.

  After the installation, you can configure a certificate using the following steps.

  1. Start your web browser and type `http://xxx.xxx.xxx.xxx` (where xxx.xxx.xxx.xxx is the IP address of your machine) into your browser.
  2. Click **Administrator Settings**.
  3. Enter a user name and a password. The default User Name is “**admin**” and the default password is “**access**”.
  4. Choose **Configure Signed PDF Settings** for a configuration.

For Touchscreen models

1. Load your document.
2. Press (**SCAN**)
3. Press `Scan to E-mail`.
4. Enter the destination E-mail address.
   Do one of the following:
   - To enter the E-mail address manually, press `Manual` and go to step ❺.
   - (For MFC-9970CDW) If you have stored the E-mail address to your machine's address book, press `Address Book` and go to step ❻.

Note

If your network supports the LDAP protocol, you can search for E-mail addresses on your server. (For information on how to configure LDAP protocol, see the *Network User's Guide*.)

5. Enter the E-mail address.
   Press A 1 @ to choose numbers, letters or special characters.
   Press `OK` and go to step ❼. (For information on how to enter text, see the *Basic User's Guide*.)
6. Press ▲ or ▼ to choose the E-mail address.
   You can also use the following search option.
   - Press #001 A to search by alphabetical order or numerical order.

   Press `OK` and go to step ❼. (For more information on using the Address Book, see the *Basic User's Guide*.)
7. Press ◀ or ▶ to display `Quality`.
   Press `Quality` and then press the quality you want.
   Do one of the following:
   - If you want to change the file type, go to step ❽.
   - Press **Mono Start** or **Colour Start** to start scanning without changing additional settings. Go to step ⓬.

8 Press ◄ or ► to display `File Type`.
Press `File Type` and then press the file type you want.
Do one of the following:

- If you want to change the duplex setting, go to step 9.
- Press **Mono Start** or **Colour Start** to start scanning without changing additional settings. Go to step 12.

9 Press ◄ or ► to display `Duplex Scan`. Press `Duplex Scan` and then press `Off`, `DuplexScan : LongEdge` or `DuplexScan : ShortEdge`.
Do one of the following:

- If you want to change the scanner glass setting, go to step 10.
- Press **Mono Start** or **Colour Start** to start scanning without changing additional settings. Go to step 12.

10 Press ◄ or ► to display `Glass Scan Size`. Press `Glass Scan Size` and then press the setting you want.
Do one of the following:

- If you choose colour or grey in the resolution setting, go to step 11.
- Press **Mono Start** or **Colour Start** to start scanning without changing additional settings. Go to step 12.

Note

`Glass Scan Size` is not available when using the ADF.

11 Press ◄ or ► to display `File Size`. Press `File Size` and then press the setting you want.
Press **Mono Start** or **Colour Start** to start scanning. Go to step 12.

Note

If you want to add destinations, press `Number of Destinations`. You can add a total of 50 destinations.

12 The machine starts the scanning process.
If you are using the scanner glass, the LCD displays `Next Page?`. Press `Yes` or `No`.

Using One Touch or Speed Dial numbers

You can also scan a document directly to an address you registered in a One Touch or Speed Dial number. When you scan the document, the settings you registered with the One Touch or Speed Dial will be used for the quality and the file type. Only One Touch or Speed Dials with an E-mail address registered can be used when you scan data using One Touch or Speed Dial. (I-Fax addresses are not available for use.)

1. Choose a One Touch or Speed Dial number.
2. Load your document.
   If you want to change the duplex setting, press `Duplex Scan` and then press the setting you want.
3. Press **Mono Start** or **Colour Start**. The machine starts the scanning process.

Note

You can store the scan resolution (Scan Profile) for each stored E-mail address in a One Touch or Speed Dial number. (For more information on how to use One Touch and Speed Dial, see the *Basic User's Guide*.)

Scan to Image

When you choose Scan to Image, your document will be scanned and sent directly to the computer you designated on your network. ControlCenter4 or ControlCenter2 will activate the default graphics application on the designated computer.

1. Load your document.
2. Press  (**SCAN**).
3. Press ▲ or ▼ to choose `Scan to PC`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Image`.
   Press **OK**.
   If your machine does not support Duplex Scan, go to step ❻.
   If your machine supports Duplex Scan, go to step ❺.
5. Press ▲ or ▼ to choose `1sided`, `2sided (L)edge` or `2sided (S)edge`.
   Press **OK**.
6. Press ▲ or ▼ to choose the destination computer you want to send to.
   Press **OK**.
   If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination computer on the control panel.
   Press **OK**.
7. Press **Mono Start** or **Colour Start**.
   The machine starts the scanning process.

For Touchscreen models

1. Load your document.
2. Press  (**SCAN**).
3. Press `Scan to PC`.
4. Press `Image`.
5. Press ▲ or ▼ to choose the destination computer you want to send to.
   Press `OK`.
   If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination computer on the control panel.
   Press `OK`.
6. Do one of the following:
   - If you want to change the duplex setting, press `Duplex Scan` and then press `Off`, `DuplexScan : LongEdge` or `DuplexScan : ShortEdge`. Go to step ❼.
   - To start scanning without changing additional settings, go to step ❼.

7 Press **Mono Start** or **Colour Start**.
The machine starts the scanning process.

Note

- Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. **Mono Start** or **Colour Start** do not change the settings.
- If you want to change between colour and black and white scanning, choose colour or black and white in the scan type option on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. (For Windows®, see *Configuring Scan button settings* on page 82 for **Home Mode** or *Configuring Scan button settings* on page 93 for **Advanced Mode**. For Macintosh, see *SCAN* on page 176.)
- If you want to change the default file size, choose your preferred size by moving the scroll bar on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

Scan to OCR

If your original document is text, you can use ScanSoft™ PaperPort™ 12SE or Presto! PageManager to scan the document and convert it into a text file which can then be edited in your favorite word processing software.

1 Load your document.

2 Press  (**SCAN**).

3 Press ▲ or ▼ to choose `Scan to PC`.
Press **OK**.

4 Press ▲ or ▼ to choose `OCR`.
Press **OK**.
If your machine does not support Duplex Scan, go to step ❻.
If your machine supports Duplex Scan, go to step ❺.

5 Press ▲ or ▼ to choose `1sided`, `2sided (L)edge` or `2sided (S)edge`.
Press **OK**.

6 Press ▲ or ▼ to choose the destination computer you want to send to.
Press **OK**.
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination computer on the control panel.
Press **OK**.

7 Press **Mono Start** or **Colour Start**.
The machine starts the scanning process.

For Touchscreen models

1. Load your document.
2. Press (**SCAN**).
3. Press `Scan to PC`.
4. Press `OCR`.
5. Press ▲ or ▼ to choose the destination computer you want to send to.
   Press `OK`.
   If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination computer on the control panel.
   Press `OK`.
6. Do one of the following:
   - If you want to change the duplex setting, press `Duplex Scan` and then press `Off`, `DuplexScan : LongEdge` or `DuplexScan : ShortEdge`. Go to step ❼.
   - To start scanning without changing additional settings, go to step ❼.
7. Press **Mono Start** or **Colour Start**.
   The machine starts the scanning process.

Note

Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. **Mono Start** or **Colour Start** do not change the settings.

(Windows®)

- If you want to change between colour and black and white scanning, choose colour or black and white in the scan type option on the **Device Scan Settings** screen of ControlCenter4. (See *Configuring Scan button settings* on page 82 for **Home Mode** or *Configuring Scan button settings* on page 93 for **Advanced Mode**.)
- ScanSoft™ PaperPort™ must be installed on your PC.

(Macintosh)

- You must have Presto! PageManager installed on your Macintosh for the OCR feature to work from the **SCAN** key or ControlCenter2. (See *Using Presto! PageManager* on page 171.)
- The Scan to OCR function is available for English, French, German, Dutch, Italian, Spanish, Portuguese, Danish, Swedish, Japanese, Korean, Traditional Chinese and Simplified Chinese.

Scan to File

When you choose Scan to File, you can scan a black & white or colour document and send it directly to a computer you designate on your network. The file will be saved in the folder and file format that you have configured in the **Device Scan Settings** screen of ControlCenter4 or **Scan To File** screen of ControlCenter2.

You can change the Scan configuration. (For Windows®, see *Configuring Scan button settings* on page 82 for **Home Mode** or *Configuring Scan button settings* on page 93 for **Advanced Mode**. For Macintosh, see *SCAN* on page 176.)

1. Load your document.
2. Press  (**SCAN**).
3. Press ▲ or ▼ to choose `Scan to PC`.
   Press **OK**.
4. Press ▲ or ▼ to choose `File`.
   Press **OK**.
   If your machine does not support Duplex Scan, go to step ❻.
   If your machine supports Duplex Scan, go to step ❺.
5. Press ▲ or ▼ to choose `1sided`, `2sided (L)edge` or `2sided (S)edge`.
   Press **OK**.
6. Press ▲ or ▼ to choose the destination computer you want to send to.
   Press **OK**.
   If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination computer on the control panel.
   Press **OK**.
7. Press **Mono Start** or **Colour Start**.
   The machine starts the scanning process.

For Touchscreen models

1. Load your document.
2. Press  (**SCAN**).
3. Press `Scan to PC`.
4. Press `File`.
5. Press ▲ or ▼ to choose the destination computer you want to send to.
   Press `OK`.
   If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination computer on the control panel.
   Press `OK`.

6 Do one of the following:

- If you want to change the duplex setting, press `Duplex Scan` and then press `Off`, `DuplexScan : LongEdge` or `DuplexScan : ShortEdge`. Go to step ❼.
- To start scanning without changing additional settings, go to step ❼.

7 Press **Mono Start** or **Colour Start**.
The machine starts the scanning process.

Note

- Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. **Mono Start** or **Colour Start** do not change the settings.
- If you want to change between colour and black and white scanning, choose colour or black and white in the scan type option on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. (For Windows®, see *Configuring Scan button settings* on page 82 for **Home Mode** or *Configuring Scan button settings* on page 93 for **Advanced Mode**. For Macintosh, see *SCAN* on page 176.)
- If you would like to change the file name of scanned documents, enter the file name in the **File Name** section on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.
- If you want to change the default file size, choose your preferred size by moving the scroll bar on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

Scan to FTP

When you choose Scan to FTP, you can scan a black and white or colour document directly to an FTP server on your local network, or on the internet.

The details required to use Scan to FTP can be entered by using Web Based Management to pre-configure and store the details in an FTP Profile.

Note

- Scan to FTP is available when FTP profiles are configured by using Web Based Management.
- We recommend Microsoft® Internet Explorer® 6.0 (or greater) or Firefox 3.0 (or greater) for Windows® and Safari 3.0 (or greater) for Macintosh. Please also make sure that JavaScript and Cookies are always enabled in whichever browser you use. If a different web browser is used, make sure it is compatible with HTTP 1.0 and HTTP 1.1.

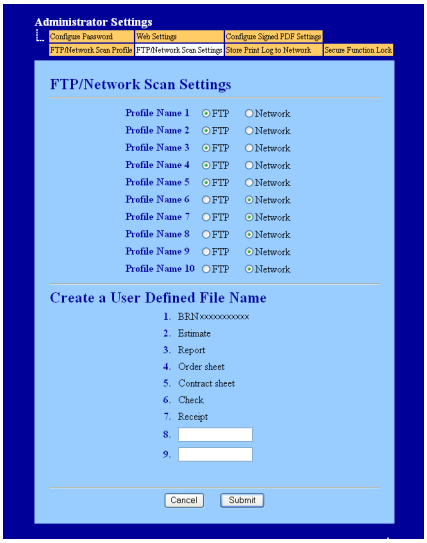
To use Web Based Management, type `http://xxx.xxx.xxx.xxx` (where xxx.xxx.xxx.xxx is the IP address of your machine) into your browser, and then you can configure or change the settings in **FTP/Network Scan Profile** in **Administrator Settings**. You can configure up to ten FTP server profiles and you can choose what profile numbers (1 to 10) to use for Scan to FTP settings in **FTP/Network Scan Settings**.

Note

If you want to find the IP address of your machine, see *Printing the Network Configuration List* in the *Network User's Guide*.

In addition to the seven preset file names you can store two user defined file names that can be used for creating an FTP Server Profile.

Choose **FTP/Network Scan Settings** in Web Based Management. In **Create a User Defined File Name**, enter a file name in one of the two user defined fields and click **Submit**. A maximum of 15 characters can be entered in each of the user defined name fields.



Note

Using certain characters or symbols in a file name may cause a problem accessing the file. We recommend to only use combinations of the following characters in a file name.

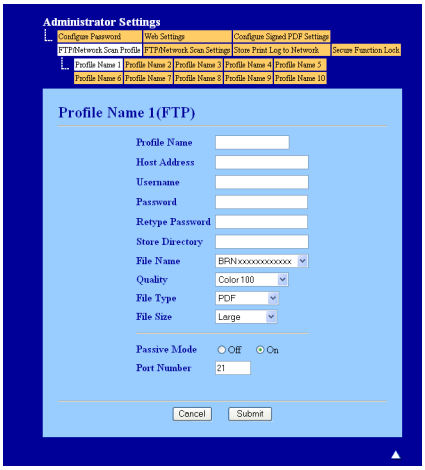
1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

! # $ % & ‘ ( ) - , @ ^ _ ’ { } ~

Configuring the FTP Default Settings



You can set Passive Mode to OFF or ON depending on your FTP server and network firewall configuration. By default this setting is ON. You can also change the port number used to access the FTP server. The default for this setting is port 21. In most cases these two settings can remain as default.

1. Choose **FTP** in **FTP/Network Scan Settings** from **FTP/Network Scan Settings** tab. Press **Submit**.
2. Choose the Profile you want to configure in **FTP/Network Scan Profile**.
3. Enter the name that you want to use for the profile of the FTP server. This name will be displayed on the LCD of the machine and can be up to 15 characters.
4. The Host Address is the domain name of the FTP server. Enter the Host Address (for example ftp.example.com) (up to 60 characters) or the IP address (for example 192.23.56.189).
5. Enter the Username that has been registered with the FTP server for the machine (up to 32 characters).
6. Enter the Password for access to the FTP server (up to 32 characters).
7. Enter the destination folder where your document will be stored on the FTP server (for example brother\abc) (up to 60 characters).
8. Choose the file name you want to use for the scanned document. You can choose from seven preset and two user defined File Names. The file name that will be used for your document will be the file name you selected plus the last 6 digits of the flatbed/ADF scanner counter plus the file extension (For example, Estimate098765.pdf). You can also manually enter a File Name up to 15 characters.
9. Choose the scan quality from the drop-down list. You can choose **Color 100**, **Color 200**, **Color 300**, **Color 600**, **B&W 200**, **B&W 200x100**, **Gray 100**, **Gray 200**, **Gray 300** or **User Select**.

⑩ Choose the file type for the document from the drop-down list. You can choose **PDF**, **PDF/A**, **Secure PDF**, **Signed PDF**, **XPS**, **JPEG** or **User Select** for colour or greyscale documents and **PDF**, **PDF/A**, **Secure PDF**, **Signed PDF**, **TIFF** or **User Select** for B/W documents.

Note

- If you choose **Secure PDF**, the machine will ask you to enter a 4 digit password using numbers 0-9 before it starts scanning.
- If you choose **Signed PDF**, you must install a certificate to your machine using Web Based Management. Choose **Configure Signed PDF Settings** from **Administrator Settings** in Web Based Management. For how to install a certificate, see Using Certificates for device security in the *Network User's Guide*.
- PDF/A is a PDF file format intended for long-term archiving. This format contains all the necessary information to be able to reproduce the document after long-term storage.
- A Signed PDF (`Signed PDF`) helps prevent data tampering and the impersonation of an author by including a digital certificate within the document.

⑪ If you choose colour or Grey in the scan quality, choose the file size for the document from the drop-down list. You can choose **Large**, **Middle** or **Small**.

Note

If you choose **User Select** in the scan quality, file type or file size, you must choose those settings from the machine's control panel.

Scan to FTP using FTP Server Profiles

① Load your document.

② Press  (**SCAN**).

③ Press ▲ or ▼ to choose `Scan to FTP`. Press **OK**.
If your machine does not support Duplex Scan, go to step ❺.
If your machine supports Duplex Scan, go to step ❹.

④ Press ▲ or ▼ to choose `1sided`, `2sided (L)edge` or `2sided (S)edge`.
Press **OK**.

⑤ Press ▲ or ▼ to choose one of the FTP server profiles listed. Press **OK**.

- If the Scan to FTP profile is complete, you will automatically go to step ❿.
- If the Scan to FTP profile is not complete, for instance, the quality or file type are not chosen, you will be prompted to enter any missing information in the following steps.

⑥ Choose one of the options below:

- Press ▲ or ▼ to choose `Color 100 dpi`, `Color 200 dpi`, `Color 300 dpi`, `Color 600 dpi`, `Gray 100 dpi`, `Gray 200 dpi` or `Gray 300 dpi`. Press **OK** and go to step ❼.
- Press ▲ or ▼ to choose `B&W 200 dpi` or `B&W 200x100 dpi`. Press **OK** and go to step ❽.

7 Press ▲ or ▼ to choose PDF, PDF/A, Secure PDF, Signed PDF, JPEG or XPS.
Press **OK**, and go to step ❾.

8 Press ▲ or ▼ to choose PDF, PDF/A, Secure PDF, Signed PDF or TIFF. Press **OK**, and go to step ❿.

Note

- If you choose Secure PDF, the machine will ask you to enter a 4 digit password using numbers 0-9 before it starts scanning.
- If you choose Signed PDF, you must install and then configure a certificate to your machine using Web Based Management.

9 Press ▲ or ▼ to choose Small, Middle or Large.
Press **OK** and go to step ❿.

10 Do one of the following:

- If you want to start scanning, press **Mono Start** or **Colour Start** and go to step ⓭.
- If you want to change the file name, go to step ⓫.

11 Press ▲ or ▼ to choose a file name you want to use and press **OK**. Press **Mono Start** or **Colour Start** and go to step ⓭.

Note

If you want to change the file name manually, go to step ⓬.

12 Press ▲ or ▼ to choose <Manual>. Press **OK**.
Enter the file name you want to use (up to 15 characters) and press **OK**.
Press **Mono Start** or **Colour Start**.

13 The LCD shows Connecting. When the connection to the FTP server is successful the machine starts the scanning process.

Note

Scan type depends on the settings in Web Based Management, pressing **Mono Start** or **Colour Start** will not change the scan settings.

For Touchscreen models

1. Load your document.
2. Press (**SCAN**).
3. Press `Scan to FTP`.
4. Press ▲ or ▼ to choose one of the FTP server profiles listed.
   - If the Scan to FTP profile is complete, you will automatically go to step ⓫.
   - If the Scan to FTP profile is not complete, for instance, the quality or file type are not chosen, you will be prompted to enter any missing information in the following steps.
5. Choose one of the options below:
   - Press ◄ or ► to choose `Color 100 dpi`, `Color 200 dpi`, `Color 300 dpi`, `Color 600 dpi`, `Gray 100 dpi`, `Gray 200 dpi` or `Gray 300 dpi`. Go to step ❻.
   - Press ◄ or ► to choose `B&W 200 dpi` or `B&W 200x100 dpi`. Go to step ❼.
6. Press to choose `PDF`, `PDF/A`, `Secure PDF`, `Signed PDF`, `JPEG` or `XPS`.
   Go to step ❽.
7. Press to choose `PDF`, `PDF/A`, `Secure PDF`, `Signed PDF` or `TIFF`. Go to step ❽.

Note

- If you choose `Secure PDF`, the machine will ask you to enter a 4 digit password using numbers 0-9 before it starts scanning.
- If you choose `Signed PDF`, you must install and then configure a certificate to your machine using Web Based Management.

8. Enter the username.
   Press `OK` and go to step ❾.
9. Enter the password.
   Press `OK`.
   Do one of the following:
   - If you choose colour or grey in the resolution setting, go to step ❿.
   - If you choose black and white in the resolution setting, go to step ⓫.
10. Press to choose `Small`, `Middle` or `Large` for the file size.
    Go to step ⓫.
11. Do one of the following:
    - If you want to change the file name, go to step ⓬.
    - If you want to start scanning, press **Mono Start** or **Colour Start** and go to step ⓮.

⓬ Press ◄ or ► to display `File Name`. Press `File Name`.
Press ▲ or ▼ to choose a file name you want to use and press `OK`. Press **Mono Start** or **Colour Start** and go to step ⓮.

Note

If you want to change the file name manually, go to step ⓭.

⓭ Press ▲ or ▼ to choose `<Manual>`. Press `OK`.
Enter the file name you want to use (up to 15 characters) and press `OK`.
Press **Mono Start** or **Colour Start**.

⓮ The LCD shows `Connecting`. When the connection to the FTP server is successful the machine starts the scanning process. If you are using the scanner glass, the LCD displays `Next Page?`. Press `Yes` or `No`.

Note

Scan type depends on the settings in Web Based Management, pressing **Mono Start** or **Colour Start** will not change the scan settings.

Scan to Network

When you choose Scan to Network, you can scan documents directly to a shared folder on a CIFS server located on your local network or the internet. (For more information about CIFS servers, see the *Network User's Guide*.) The Scan to Network feature supports Kerberos and NTLMv2 authentication.

The details required to use Scan to Network can be entered by using Web Based Management to pre-configure and store the details in a Scan to Network profile. The Scan to Network profile stores user information and configuration settings for use on a network, or the internet.

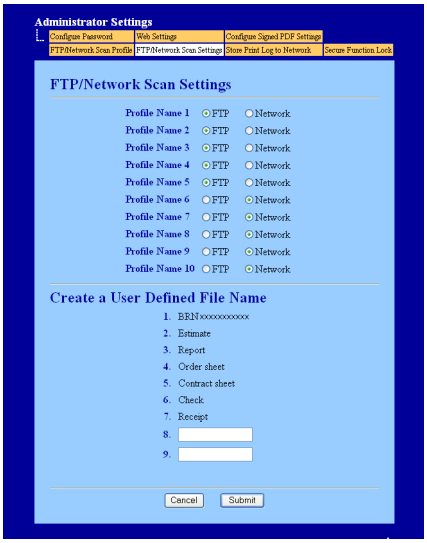
Note

- Scan to Network is available when Scan to Network profiles are configured by using Web Based Management.
- You must configure the SNTP protocol (network time server), or you must set the date, time and time zone correctly for Authentication. For more information, see *Network User's Guide*.

To use Web Based Management, type `http://xxx.xxx.xxx.xxx` (where xxx.xxx.xxx.xxx is the IP address of your machine) into your browser, and then you can configure or change the settings in **FTP/Network Scan Profile** in **Administrator Settings**. You can configure up to ten Scan to Network profiles and you can choose what profile numbers (1 to 10) to use for Scan to Network settings in **FTP/Network Scan Settings**.

In addition to the seven preset file names you can store two user defined file names that can be used for creating an Scan to Network profile.

Choose **FTP/Network Scan Settings** in Web Based Management. In **Create a User Defined File Name**, enter a file name in one of the two user defined fields and click **Submit**. A maximum of 64 characters can be entered in each of the user defined name fields.



Note

Using certain characters or symbols in a file name may cause a problem accessing the file. We recommend to only use combinations of the following characters in a file name.

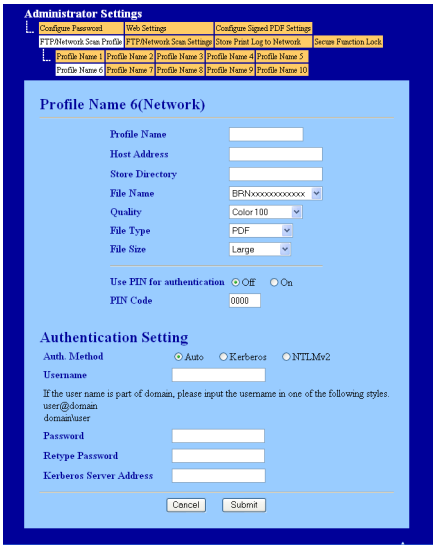
1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

! # $ % & ‘ ( ) - , @ ^ _ ’ { } ˜

Configuring the Scan to Network Default Settings



1. Choose **Network** in **FTP/Network Scan Settings** from the **FTP/Network Scan Settings** tab. Press **Submit**.
2. Choose the Profile you want to configure in **FTP/Network Scan Profile**.
3. Enter the name that you want to use for the Scan to Network profile. This name will be displayed on the LCD of the machine and can be up to 15 characters.
4. The Host Address is the domain name of the CIFS server. Enter the Host Address (for example ftp.example.com) (up to 60 characters) or the IP address (for example 192.23.56.189).
5. Enter the destination folder where your document will be stored on the CIFS server (for example brother\abc) (up to 60 characters).
6. Choose the file name you want to use for the scanned document. You can choose from seven preset and two user defined File Names. The file name that will be used for your document will be the file name you selected plus the last 6 digits of the flatbed/ADF scanner counter plus the file extension (For example, Estimate098765.pdf). You can also manually enter a File Name up to 15 characters.
7. Choose the scan quality from the drop-down list. You can choose **Color 100**, **Color 200**, **Color 300**, **Color 600**, **B&W 200**, **B&W 200x100**, **Gray 100**, **Gray 200**, **Gray 300** or **User Select**.

8 Choose the file type for the document from the drop-down list. You can choose **PDF**, **PDF/A**, **Secure PDF**, **Signed PDF**, **XPS**, **JPEG** or **User Select** for colour or greyscale documents and **PDF**, **PDF/A**, **Secure PDF**, **Signed PDF**, **TIFF** or **User Select** for B/W document.

Note

- If you choose **Secure PDF**, the machine will ask you to enter a 4 digit password using numbers 0-9 before it starts scanning.
- If you choose **Signed PDF**, you must install a certificate to your machine using Web Based Management. Choose **Configure Signed PDF Settings** from **Administrator Settings** in Web Based Management. For how to install a certificate, see Using Certificates for device security in the *Network User's Guide*.
- PDF/A is a PDF file format intended for long-term archiving. This format contains all the necessary information to be able to reproduce the document after long-term storage.
- A Signed PDF (`Signed PDF`) helps prevent data tampering and the impersonation of an author by including a digital certificate within the document.

9 If you choose colour or Grey in the scan quality, choose the file size for the document from the drop-down list. You can choose **Large**, **Middle** or **Small**.

Note

If you choose **User Select** in the scan quality, file type or file size, you must choose those settings from the machine's control panel.

10 If you want to protect the profile, check **Use PIN for authentication** and enter a 4-digit PIN number in **PIN Code**.

11 Choose the authentication method. You can choose Auto, Kerberos or NTLMv2.
If you choose Auto the authentication method will be detected automatically.

12 Enter the Username that has been registered with the CIFS server for the machine (up to 32 characters).

13 Enter the Password for access to the CIFS server (up to 32 characters).

14 If you want to set Kerberos Server Address manually, enter the Kerberos Server Address (for example example.com) (up to 60 characters).

Scan to Network using Scan to Network Profiles

1. Load your document.
2. Press  (**SCAN**).
3. Press ▲ or ▼ to choose `Scan to Network`. Press **OK**.
   If your machine does not support Duplex Scan, go to step ❺.
   If your machine supports Duplex Scan, go to step ❹.
4. Press ▲ or ▼ to choose `1sided`, `2sided (L)edge` or `2sided (S)edge`.
   Press **OK**.
5. Press ▲ or ▼ to choose one of the profiles listed. Press **OK**.
6. If you check **Use PIN for authentication** in **FTP/Network Scan Profile** of Web Based Management, the LCD will prompts you to enter a PIN number. Enter the 4-digit PIN number and then press **OK**.
   - If the profile is complete, you will automatically go to step ⓫.
   - If the profile is not complete, for instance, the quality or file type are not chosen, you will be prompted to enter any missing information in the following steps.
7. Choose one of the options below:
   - Press ▲ or ▼ to choose `Color 100 dpi`, `Color 200 dpi`, `Color 300 dpi`, `Color 600 dpi`, `Gray 100 dpi`, `Gray 200 dpi` or `Gray 300 dpi`. Press **OK** and go to step ❽.
   - Press ▲ or ▼ to choose `B&W 200 dpi` or `B&W 200x100 dpi`. Press **OK** and go to step ❾.
8. Press ▲ or ▼ to choose `PDF`, `PDF/A`, `Secure PDF`, `Signed PDF`, `JPEG` or `XPS`.
   Press **OK**, and go to step ❿.
9. Press ▲ or ▼ to choose `PDF`, `PDF/A`, `Secure PDF`, `Signed PDF`, or `TIFF`. Press **OK**, and go to step ⓫.

Note

- If you choose `Secure PDF`, the machine will ask you to enter a 4 digit password using numbers 0-9 before it starts scanning.
- If you choose `Signed PDF`, you must install and then configure a certificate to your machine using Web Based Management.

⑩ Press ▲ or ▼ to choose `Small`, `Middle` or `Large`.
Press **OK** and go to step ⑪.

⑪ Do one of the following:

- If you want to start scanning, press **Mono Start** or **Colour Start**.
- If you want to change the file name, go to step ⑫.

⑫ Press ▲ or ▼ to choose a file name you want to use and press **OK**. Press **Mono Start** or **Colour Start**.

Note

If you want to change the file name manually, go to step ⑬.

⑬ Press ▲ or ▼ to choose `<Manual>`. Press **OK**.
Enter the file name you want to use (up to 64 characters) and press **OK**.
Press **Mono Start** or **Colour Start**.

Note

Scan type depends on the settings in Web Based Management, pressing **Mono Start** or **Colour Start** will not change the scan settings.

For Touchscreen models

1. Load your document.
2. Press (**SCAN**).
3. Press `Scan to Network`.
4. Press ▲ or ▼ to choose one of the profiles listed.
5. If you check **Use PIN for authentication** in **FTP/Network Scan Profile** of Web Based Management, the LCD will prompts you to enter a PIN number. Enter the 4-digit PIN number and then press `OK`.
   - If the profile is complete, you will automatically go to step ⓬.
   - If the profile is not complete, for instance, the quality or file type are not chosen, you will be prompted to enter any missing information in the following steps.
6. Choose one of the options below:
   - Press ◀ or ▶ to choose `Color 100 dpi`, `Color 200 dpi`, `Color 300 dpi`, `Color 600 dpi`, `Gray 100 dpi`, `Gray 200 dpi` or `Gray 300 dpi`. Go to step ❼.
   - Press ◀ or ▶ to choose `B&W 200 dpi` or `B&W 200x100 dpi`. Go to step ❽.
7. Press to choose `PDF`, `PDF/A`, `Secure PDF`, `Signed PDF`, `JPEG` or `XPS`.
   Go to step ❾.
8. Press to choose `PDF`, `PDF/A`, `Secure PDF`, `Signed PDF`, or `TIFF`. Go to step ❾.

Note

- If you choose `Secure PDF`, the machine will ask you to enter a 4 digit password using numbers 0-9 before it starts scanning.
- If you choose `Signed PDF`, you must install and then configure a certificate to your machine using Web Based Management.

9 Enter the username.
Press OK and go to step ❿.

10 Enter the password.
Press OK.
Do one of the following:

- If you choose colour or grey in the resolution setting, go to step ⓫.
- If you choose black and white in the resolution setting, go to step ⓬.

11 Press to choose Small, Middle or Large for the file size.
Go to step ⓬.

12 Do one of the following:

- If you want to start scanning, press **Mono Start** or **Colour Start**.
- If you want to change the file name, go to step ⓭.

13 Press ◄ or ► to display File Name. Press File Name.
Press ▲ or ▼ to choose a file name you want to use and press OK. Press **Mono Start** or **Colour Start**.

Note

If you want to change the file name manually, go to step ⓮.

14 Press ▲ or ▼ to choose <Manual>. Press OK.
Enter the file name you want to use (up to 64 characters) and press OK.
Press **Mono Start** or **Colour Start**.

15 The LCD shows Connecting. When the connection to the Network server is successful the machine starts the scanning process.
If you are using the scanner glass, the LCD displays Next Page?. Press Yes or No.

Note

Scan type depends on the settings of the Web Based Management, pressing **Mono Start** or **Colour Start** will not change the scan settings.

How to set a new default for Scan to E-mail (E-mail Server, For DCP-9270CDN and MFC-9970CDW)

You can set your own default settings.

Setting the new default

1. Press (**SCAN**).
2. Press `Scan to E-mail`.
3. Enter the destination E-mail address.
   Do one of the following:
   - To enter the E-mail address manually, press `Manual` and go to step ❹.
   - (For MFC-9970CDW) If you have stored the E-mail address to the machine's address book, press `Address Book` and go to step ❺.

Note

If your network supports the LDAP protocol, you can search for E-mail addresses on your server. (For information on how to configure LDAP protocol, see the *Network User's Guide*.)

4. Enter the E-mail address.
   Press A 1 @ to choose numbers, letters or special characters.
   Press `OK` and go to step ❻. (For information on how to enter text, see the *Basic User's Guide*.)
5. Press ▲ or ▼ to choose the E-mail address.
   You can also use the following search option.
   - Press #001 A to search by alphabetical order or numerical order.

   Press `OK` and go to step ❻. (For more information on using the Address Book, see the *Basic User's Guide*.)
6. Press and choose your new setting. Repeat this step for each setting you want to change.
7. After changing the last setting, press ◄ or ► to display `Set New Default`. Press `Set New Default`.
8. Press `Yes` to confirm.
9. Press **Stop/Exit**.

Factory reset

You can reset the factory settings.

1. Press (**SCAN**).
2. Press `Scan to E-mail`.
3. Enter the destination E-mail address.
   Do one of the following:
   - To enter the E-mail address manually, press `Manual` and go to step ❹.
   - (For MFC-9970CDW) If you have stored the E-mail address to the machine's address book, press `Address Book` and go to step ❺.

Note

If your network supports the LDAP protocol, you can search for E-mail addresses on your server. (For information on how to configure LDAP protocol, see the *Network User's Guide*.)

4. Enter the E-mail address.
   Press A 1 @ to choose numbers, letters or special characters.
   Press `OK` and go to step ❻. (For information on how to enter text, see the *Basic User's Guide*.)
5. Press ▲ or ▼ to choose the E-mail address.
   You can also use the following search option.
   - Press #001 A to search by alphabetical order or numerical order.

   Press `OK` and go to step ❻. (For more information on using the Address Book, see the *Basic User's Guide*.)
6. Press ◀ or ▶ to display `Factory Reset`. Press `Factory Reset`.
7. Press `Yes` to confirm.
8. Press **Stop/Exit**.

How to set a new default for the file size (For Scan to FTP and Network) (For DCP-9055CDN, MFC-9460CDN and MFC-9465CDN)

You can set your own default setting for the file size. For a higher quality scan, choose the large file size. For a lower quality scan, choose the small file size.

1. (For MFC-9460CDN and MFC-9465CDN) Press **Menu**, **1**, **8**, **2**.
   (For DCP-9055CDN) Press **Menu**, **1**, **7**, **2**.
2. Press ▲ or ▼ to choose `1.Color` or `2.Gray`. Press **OK**.
3. Press ▲ or ▼ to choose `Small`, `Middle` or `Large`. Press **OK**.
4. Press **Stop/Exit**.

Note

You cannot choose the file size when you scan a document in black and white. Black and white documents will be stored in the TIFF file format and the data will not be compressed.

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